

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

March 4, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Fire Chief Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Additions to the Agenda included discussion of Vision 2040.

The Council requested the Rice Hospital and Willmar Municipal Utilities minutes be removed from the Consent Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 19, Minnesota Lawful Gambling Application – Eagles Auxiliary 2334, Accounts Payable Report through February 27, Willmar Design Center Minutes of February 19, and Community Education/Recreation Joint Powers Board Minutes of February 22, 2013. Council Member DeBlieck seconded the motion, which carried.

The Mayor and Council discussed the Rice Hospital Board Minutes of February 20, 2013, noting the Resolution Reauthorizing Membership in the Willmar Lakes Area Chamber of Commerce was missing paragraphs “d, e and f.” Staff stated that portion of the minutes would be provided. The Rice Hospital Board Minutes of February 20, 2013, were approved as presented and ordered placed on file in the City Clerk’s Office upon motion by Council Member Dokken, seconded by Council Member Fagerlie, and carried.

The Mayor and Council discussed the Willmar Municipal Utilities Commission minutes of February 25, 2013, which also approved a Resolution Authorizing Membership in the Willmar Lakes Area Chamber of Commerce. The Willmar Municipal Utilities Commission Minutes of February 25, 2013, were approved as presented and ordered placed on file in the City Clerk’s Office upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

At 7:08 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Willmar Code Chapter 8, Licenses, Permits and Business Regulations, which regulates the use of fire alarms and establishes a system of registration and user fees. Fire Chief Hendrickson explained that 30 percent of calls were alarm malfunctions. The goal of passing the Ordinance is to encourage the proper maintenance of the business community’s alarm systems. Mr. Hendrickson reviewed examples of alarm activations. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:13 p.m.

Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance of the City of Willmar, Minnesota, Amending Willmar Code Chapter 8, Licenses, Permits and Business Regulations. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:14 p.m. Mayor Yanish opened a hearing on an Ordinance Amending the Charter of the City of Willmar, Section 2.08 – Appointive Offices. Shawn Mueske, Charter Commission Chair, provided a brief history of the appointive offices' job description. This amendment would require the adoption of ordinances detailing the City Administrator and City Attorney job duties. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 7:18 p.m.

Council Member Christianson moved to adopt, assign a number, and order final publication of the Ordinance Amending the Charter of the City of Willmar Section 2.08 – Appointive Offices. Council Member DeBleick seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:19 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Chapter 13, Streets, Sidewalks and Other Public Property, Article III, Sidewalks, Section 70, Removal of Snow, Dirt and Rubbish. Planning and Development Services Director Peterson explained the amendment would correct the time period allowed for removal to be consistent throughout the Ordinance. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:20 p.m.

Council Member DeBleick offered a motion to adopt, assign a number and order final publication of the an Ordinance Amending Chapter 13, Streets, Sidewalks and Other Public Property, Article III, Sidewalks, Section 70, Removal of Snow, Dirt and Rubbish. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:21 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Chapter 3, Alcoholic Beverages, Article III On-Premises Consumption, Division 2, License, Section 114, Persons Eligible for License. City Clerk Halliday presented details of the amendment which allows multiple on-sale liquor licenses to be issued to the same owner. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:22 p.m.

Council Member Anderson offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending Chapter 3, Alcoholic Beverages, Article III On-Premises Consumption, Division 2, License, Section 114, Persons Eligible for License. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:24 p.m. Mayor Yanish opened a public hearing on an Ordinance Amending No. 1060, Willmar Zoning Ordinance by Amending Section 9 Relating to Appeals. Planning and Development Services Director Peterson clarifies Section 9.C.1 regarding the Board of Zoning Appeals hearing appeals of actions/enforcement of the Zoning Administrator. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:26 p.m.

Council Member Ahmann offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending No. 1060, Willmar Zoning Ordinance by Amending Section 9 Relating to Appeals. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for February 25, 2013, was presented to the Mayor and Council by Council Member Anderson. There were six items for Council consideration.

Item No. 1 There were no public comments offered at the meeting.

Item No. 2 Staff explained to the Committee that the Moving Willmar Forward group approached the City Council in December, 2012, offering to contribute \$5,000 toward the cost of an organizational study for the City of Willmar. In January, 2013, the City of Willmar engaged Brimeyer Fursmann of Maplewood, MN, to conduct the organizational assessment at a cost of approximately

\$25,000. Moving Willmar Forward will present the contribution at the March 4, 2013, Council meeting.

The Committee was recommending the Council accept the donation from Moving Willmar Forward of \$5,000 to be used toward the City of Willmar's organizational assessment costs subsequent to City Attorney review and to express appreciation to them for their contribution.

Wayne Nelson, representing Moving Willmar Forward, appeared before the Council to present a check to the City. After complementing the Council on achieving mutual goals, Mr. Nelson presented the Mayor with a check for \$5,000 and acknowledged those citizens contributing funds.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City of Willmar has received a donation of \$5,000.00 from Moving Willmar Forward, on the condition that the funds donated be used for the City Organizational Study;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Moving Willmar Forward subject to the condition that it be used for the Organizational Study, and the City Administrator be directed to express the community's appreciation.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff explained that the current intergovernmental transfer agreement with Rice Memorial Hospital expired at the end of December, 2012. The Finance Committee Chair, City Administrator and Finance Director have negotiated a new agreement for 2013 through 2015 establishing an annual amount based on .80% of the Hospital's audit with a floor of \$200,000. It was noted that the rate in the previous agreement was .75% with the same minimum.

The Committee was recommending the Council to introduce a Resolution to approve the Intergovernmental Transfer Agreement with Rice Memorial Hospital as presented.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and City Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and Rice Memorial Hospital for 2013 through 2015 establishing an annual amount based on .80% of the Hospital's audited net assets with a floor of \$200,000.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee considered a proposed Fire Protection Contract with Willmar

Township. The formula used to calculate the amount due from the Township is based on information from the previous year which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Willmar Township. The Committee was recommending the Council introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$33,704.96.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Agreement for Fire Department services between Willmar Township and City of Willmar effective April 1, 2013, and terminating March 31, 2014.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee received the January, 2013, Rice Trust report. This matter was taken for information only.

Item No. 6 Staff noted that future agendas included further discussion of Waste Treatment Rates and review of the City's Donation Policy. This matter was for information only.

The Finance Committee Report for February 25, 2013, was approved as presented and placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for February 26, 2013, was presented to the Mayor and Council by Council Member Nelsen. There were seven items for Council consideration.

Item No. 1 There were no public comments offered at the meeting.

Item No. 2 The Committee considered an amendment to the City's agreement with Donohue and Associates for design services as presented by Staff. The scope of services includes the design work to decommission the airport lift station and continue the sewer piping from the County Road 5 right-of-way to the lift station location. The airport lift station was originally constructed in 1963, and is in need of replacement. Incorporating this into the Western Interceptor Project will save money in professional services, contractor material and mobilization costs, along with lift station operation and maintenance fees. The City Attorney agrees this work can be added to the contract the City currently has with Geislinger. The amendment would increase the professional design services contract with Donohue and Associates by \$19,675.00, and may be funded through the local option sales tax fund.

The Committee was recommending the Council approve the amendment to the Western Interceptor Project No. 1110 Design Services Contract with Donohue and Associates as presented. Resolution No. 4 was introduced by Council Member Nelsen, seconded by Council Member DeBlicek, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State

of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into a contract amendment to supplement the Engineering Services Agreement between the City of Willmar and Donohue and Associates for the Western Interceptor Sewer. The amendment increases the not-to-exceed figure for the previously amended contract amount approved by Council on November 21, 2011 by \$19,675.00.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee considered a request from Staff to solicit RFP's for engineering design and construction-related services for the demolition and replacement of the Sperryville lift station. In the 2007 Infrastructure Management Plan for the Wastewater Treatment Facility prepared by Donohue and Associates, it was suggested to replace the lift station in 2010 due to safety, operational, and atmospheric concerns. The 2013 WWTF Collections Budget includes money in professional services, and the lift station construction would be funded by 2012 CIP Funds.

The Committee was recommending the Committee authorize Staff to proceed with soliciting RFP's for design and construction-related services for the replacement of the Sperryville lift station. Council Member Nelsen moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck, and carried.

Item No. 4 The Committee considered costs estimates for Bolton and Menk to perform design, project management, construction observation, and staking for both the Willmar Avenue SW and 4th Avenue SW projects. Willmar Avenue consists of the completion of the street across the former airport, including the quiet zone. Fourth Avenue SW is a new cul-de-sac in the Industrial Park which will include an alternate for a concrete roadway.

The Committee was recommending the Council approve both agreements with Bolton and Menk for services as detailed in their scope of services and authorize the Mayor and City Administrator to sign on behalf of the City.

Resolution No. 5 was introduced by Council Member Nelsen, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

Whereas the City of Willmar desires to retain a firm to design, bid and provide construction services for Willmar Avenue SW from 22nd Street SW to Industrial Drive SW; and

Whereas a proposal has been made by the firm of Bolton and Menk, Inc. on an hourly basis at an estimated cost of \$115,000.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 6 was introduced by Council Member Nelsen, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

Whereas the City of Willmar desires to retain a firm to design, bid and provide construction services for 4th Avenue SW in the Industrial Park; and

Whereas a proposal has been made by the firm of Bolton and Menk, Inc. on an hourly basis at an estimated cost of \$47,000.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff informed the Committee of a Cooperative Construction Agreement that has been prepared for the City to act as agent of the County in the award and administration of the contract for the construction of Willmar Avenue SW from 22nd Street SW to Industrial Drive SW. The County agrees to reimburse the City for the cost of County-related construction items. Staff recommended acceptance of the agreement as presented.

The Committee was recommending the Council approve the agreement as presented and authorize the Mayor and City Administrator to enter into the agreement on behalf of the City. Resolution No. 7 was introduced by Council Member Nelsen, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0

RESOLUTION NO. 7

AUTHORIZATION TO EXECUTE
KANDIYOHI COUNTY COOPERATIVE CONSTRUCTION AGREEMENT

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for construction of Willmar Avenue SW from 22nd Street SW to Industrial Drive SW.

Dated this 4th day of March, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 Staff and consulting firms have prepared the plans and specifications for the 2013 Projects as directed by the City Council. The total estimated cost of the projects is approximately \$5.3 million, payable from a variety of sources. Staff is requesting authorization to proceed with advertisement for bids to be opened in multiple packages on April 2, 2013. The Committee was recommending the Council approve the plans and specifications for the 2013 Improvement Projects and authorize advertisement for bids.

Resolution No. 8 was introduced by Council Member Nelsen, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1301, 1302, 1303, 1304 and 1305 for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 2nd day of April, 2013, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 4th day of March, 2013

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Council Member Ahmann brought up the Barr Report and the progress of storm water improvements. Staff will be reviewing the report with Interim Engineer Voge for inclusion of incremental improvements that may be implemented in the next budgeting discussions. Council Member Ahmann also requested staff initiate discussions with the appropriate officials involved in the Grass Lake Project. This matter was for information only.

The Public Works/Safety Committee Report for February 26, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Christianson, and carried.

The Community Development Committee Report for February 28, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were five items for Council consideration.

Item No. 1 There were no public comments offered at the meeting.

Item No. 2 Bob Mathieson presented to the Committee preliminary information for a potential amphitheater project. An amphitheater would provide a venue for a variety of family-oriented events and is a recreational amenity lacking in the community. The Committee reviewed a conceptual drawing of a structure that is low maintenance. The intent is for the project to be entirely privately funded. A variety of sites at Robbins Island have been given preliminary consideration for the amphitheater, but other sites have not been ruled out.

The Committee discussed facility needs, size, materials, costs, and future maintenance. Mr. Mathieson asked for \$5,000 from the City to conduct a feasibility and planning study. It is the intention of the group to reimburse the City the \$5,000 in the course of private fundraising.

Following discussion, the Committee was recommending the Council support the proposal and provide \$5,000 for a feasibility and planning study (the study is to include discussion of maintenance and operating costs). Council Member Fagerlie moved to approve the recommendation of the Community Development Committee, with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 The Committee received an update from Staff on the parking study and gateway design effort. These are both actions called for in the adopted Downtown Plan. This matter was for information only.

Item No. 4 The Committee continued its discussion of the offer by the Rule family to donate the former Rule Tire property to the City. Staff has gathered costs for demolition and back taxes. It was the decision of the Committee to withhold action on the proposed gift pending additional consideration. This matter was for information only.

Item No. 5 Staff presented to the Committee a request from Bonnema Surveys for a plat correction on the City of Willmar Interceptor Sewer Right of Way Plat #12. Since the plat had been filed, a minor numerical error had been discovered. It was a recommendation of Staff that the plat correction be approved.

Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

The Community Development Committee Minutes of February 28, 2013, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBlieck, and carried.

The Committee was recommending the Council approve the plat correction and authorize the Mayor to sign the certificate. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee, with Council Member Dokken seconding the motion, which carried.

The Mayor and Council considered a Civic Center Arena Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday presented details of an event to be held at the Civic Center. The Willmar Curling Club plans to hold an eight-day National Curling Bonspiel and plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit. Council Member Anderson offered a motion to approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit with Council Member Fagerlie seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered the adoption of the Standard Code of Parliamentary Procedure as the Willmar City Council's official rules of order. City Administrator Stevens reviewed recent adopted amendments to the City's Charter making it necessary for the City Council to formally adopt a set of parliamentary procedures. The Standard Code of Parliamentary Procedure, by Alice Sturgis, appears to best meet the needs of the City. Copies of the manual have been purchased and distributed to each member of the Council, appropriate staff and chairpersons of the various board and commission. Scott Thaden, trainer in parliamentary procedure, will conduct two trainings for the City Council and others on March 18 and April 1, 2013. Following discussion Council Member Ahmann moved to adopt the Standard Code of Parliamentary Procedure as the Willmar City Council's Official Rules of Order. Council Member Anderson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Labor Relations, March 20, 2013.

Council Member DeBlieck presented a Vision 2040 Steering Committee Report.

There being no further business to come before the Council, the meeting adjourned at 8:25 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR CITY COUNCIL WORK SESSION
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

March 4, 2013
6:00 p.m.

The City Council Work Session was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Finance Director Steve Okins, Fire Chief/Marshal Gary Hendrickson, City Attorney Robert Scott, City Clerk Kevin Halliday and Richard Fursman with Brimeyer Fursman. The express purpose of this Work Session was to discuss the Organizational Study getting underway.

Mr. Fursman reviewed the purpose of the study, complimenting the Council for setting a positive tone for the study, and offered his insight to the benefits of the study.

Mr. Fursman detailed opportunities he would focus on such as duplication of services, efficiency with Council Committee structure, departments or agencies sharing people or responsibilities, thinking outside the box, technology improvements to create efficiencies and cost-cutting ventures. He also listed the various work dates for interviews and discussions with City staff.

There being no further business to come before the Council, the meeting adjourned at 6:51 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 11, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, March 11, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jeff Nagel and Joe Gimse.

Others present at the meeting were: Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Finance Tim Hunstad, Assistant Electrical Engineer Jeron Smith, Director of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Councilman Jim Dokken, City Attorney Robert Scott (via teleconference), Dave Lowell (Liesch & Associates), and WC Tribune Journalist David Little

Due to the absence of Commission Secretary Gesch, Commission President Salzer appointed Commissioner Nagel to serve as Acting Secretary. Following the appointment, Commissioner Salzer presented the Commission with a request to approve the Consent Agenda. Among the items contained in the Consent Agenda were the minutes from the WMU Planning Committee meeting held on March 5th. Commissioner Holtz (Chair) reviewed with the Commission the minutes from the March 5th WMU Planning Committee meeting.

Items reviewed by the WMU Planning Committee included the water tank maintenance contract for the college tower, Wellhead Protection Plan, a credit refund to be issued to district heating customers for excess fund collection for the years 2011 & 2012, bids received for the mobile substation transformer, a MRO (Midwest Reliability Organization) status update, a WAPA Power Supply contract, a review of the WMU's current pole attachment policy, a transmission line (69KV) status update, and the Vision 2040 program.

Following a review of the minutes from the March 5th WMU Planning Committee meeting, Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 8

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the February 25, 2013 Commission meetings;
- ❖ Minutes from March 5, 2013 WMU Planning Committee meeting; and,
- ❖ Bills represented by vouchers No. 130363 to No. 130444 inclusive in the amount of \$664,396.56 with a MISO credit in the amount of \$120,774.19 and an Absaloka Coal payment in the amount of \$53,070.00.

Dated this 11th day of March, 2013.

President

ATTEST:

Acting Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Councilman Dokken noted that included in the payment of bills was a payment to the City of Willmar in the amount of \$498,893.25. This quarterly payment is for the Intergovernmental Transfer to the City. On behalf of the City of Willmar, Councilman Dokken wanted to express his appreciation for the payment.

Director of Water/Heating Murphy made a request to the Commission to approve a proposal for the college water tower renovation and maintenance contract. As previously noted (WMU Planning Committee meeting minutes of March 5th), two proposals had been submitted for the renovation, maintenance & service of the 200,000 gallon elevated water tank located near the college. Murphy informed the Commission that \$390,000 had been budgeted for this project. The two companies submitting proposals were Utility Service Co., Inc., of Perry, GA and SEH Design/Build of St. Paul, MN). He noted that after ten years, Utility Service would perform an exterior renovation and after twelve years an interior renovation of the water tank. This option was not included in the proposal by SEH. Murphy also noted the contract is renewable annually. Following a review of the terms and conditions of the submitted contracts by City Attorney Scott, it was the recommendation to approve the proposal submitted by Utility Service Co., Inc.

It was noted that two payment options were given for the Utility Service contract. Option I is a one-time capital payment covering the renovation, followed by small, annual payments for service in the out years. Option II includes annual, equal payment for five years covering the renovation, followed by small, annual payment in the out years. Following discussion, Commissioner Holtz offered a resolution to approve the service maintenance contract with Utility Service Co., Inc., utilizing Option II as the payment plan. Commissioner Gimse seconded.

RESOLUTION NO. 9

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the service maintenance contract with Utility Service Co. of Perry, GA, to provide professional services needed to renovate and maintain WMU's 200,000 gallon water storage tank located at 15th Avenue NW (near the college) be approved, per the WMU Planning Committee's recommendation, utilizing payment Option II (five equal annual payments of \$64,749 followed by annual payments of \$14,117).

Dated this 11th day of March, 2013.

President

ATTEST:

Acting Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Assistant Electrical Engineer Smith informed the Commission that two bids had been received for the Mobile Substation Transformer Repair Project. The two submitted bids were from Solomon Corporation and Jordan Transformer, LLC. Both vendors included terms and conditions in their bids which substantially deviated from the contract specifications. Following an evaluation of the bids by both Staff and City Attorney Scott, it was their recommendation to reject all bids for the Mobile Substation Transformer Repair Contract. Following discussion, Commissioner Holtz offered a resolution to reject the bids submitted for the Mobile Substation Transformer Repair Project. Commissioner Schrupp seconded.

RESOLUTION NO. 10

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the two bids submitted for the Mobile Substation Transformer Repair Project be rejected due to their non-compliance of the terms and conditions of the contract specifications."

Dated this 11th day of March, 2013.

President

ATTEST:

Acting Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Due to the rejection of the bids for the Mobile Substation Transformer Repair Project, Assistant Electrical Engineer Smith made a request to the Commission to re- issue an Invitation to Bid for the project. Following discussion, Commissioner Holtz made a motion to re-issue an Invitation to Bid for the Mobile Substation Transformer Repair Project with bids to be accepted until 1:30 p.m., on April 8, 2013. Commissioner Schrupp seconded the motion which carried by a vote of five ayes and zero nays.

Director of Finance Hunstad reviewed with the Commission the January 2013 Budget Report. This was for information only.

Manager of Electric Services Kimpling reminded the Commission that the third installment of the four-part Electric Utility 101 webinar series presented by APPA will be held on Monday, March 18th beginning at 1:00 p.m. This segment will focus on transmission in the electric industry. This webinar will be held in the WMU Auditorium.

At this time (12:15 p.m.), a public informational meeting regarding the Wellhead Protection Plan was opened. The mandated Wellhead Protection Plan has been created to help prevent drinking water from becoming polluted by managing potential sources of contamination in the area that supplies water to the public wells. Dave Lowell of Liesch & Associates presented the Commission with an explanation of the plan and the process involved. WMU is in the process of developing a Wellhead Protection Plan in compliance with Federal and State regulations.

Power Supply Broker Carlson discussed with the Commission a request to authorize an extension of the current contract between WMU and Western Area Power Administration (WAPA). The current contract provides for WAPA to furnish firm electric service to WMU. The current contract expires at the end of 2020. WAPA has proposed that WMU enter into a long-term contract for the years 2021-2050. This contract would be for hydroelectric power and would meet approximately 11% of Willmar's power supply needs. Following discussion, it was the consensus of the Commission to instruct City Attorney Scott to review the terms and conditions of the proposed contract and to readdress the WAPA contract at the March 25th MUC meeting for further discussion.

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of five ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Acting Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES Tuesday, March 5, 2013 – 10:00 a.m. WMU Conference Room

Present: Dan Holtz (Chair), Jerry Gesch, Jeff Nagel, Wesley Hompe, Rich Maxfield, Jeron Smith, Jeff Kimpling, Bart Murphy, Jon Folkedahl, Chris Carlson & Tim Hunstad

AGENDA ITEMS:

1. Solicited Proposals for the College Water Tower Maintenance Contract:

Proposals were solicited from three companies. Two proposals were received (Utility Service Co., Inc. of Perry, GA and SEH Design/Build Inc. of St. Paul, MN). Both appear to be qualified proposals. Proposals were for the maintenance & service of the 200,000 gal. elevated water tank located near the college (i.e. painting interior & exterior, repairs, extended warranty, etc.). This maintenance would extend life expectancy of the water tower.

Following discussion, Chairman Holtz made a motion to recommend approval of the service maintenance contract with Utility Service Co. for the elevated water tower located near the college. Commissioner Nagel seconded the motion which carried by a vote of three ayes and zero nays.

It was the recommendation of the Planning Committee to forward the proposals to City Attorney Scott for his review of the terms & conditions of the contract.

Two payment options were discussed for the above listed service/maintenance contract. Option I is a one-time capital payment item versus Option II an annual five-year expense payment plan. Following a review of the two options provided, Chairman Holtz made a motion to select Option II as the payment plan for the service contract with Utility Service Co. Commissioner Gesch seconded the motion which carried by a vote of two ayes and one nay (Commissioner Nagel).

2. Wellhead Protection Plan Status Update:

WMU is in the process of developing a Wellhead Protection Plan. As required, MN Dept. of Health has approved Part I of the plan for our system. A requirement of the Wellhead Protection Rule is to conduct an informational meeting concerning the Plan. This will be held at 12:15 p.m. on March 11th as part of the regular WMU Commission meeting. Liesch & Associates rep will be in attendance.

3. District Heat Credit:

As a result of pre-established calculations following the 2011 & 2012 heating seasons, WMU collected more funds than required for the heating season. WMU is currently in possession of extra funds (approx. \$34,000) that we are proposing to refund back to our heating customers. Refunds would be distributed back as a credit to the heating customer's based on their usage.

4. Mobile Substation Transformer Rebuild/Repair Project:

Two bids were received for the rebuild/repair of the Mobile Substation Transformer Project. Jordan Transformer (\$231,405) and Solomon Corporation (\$213,624.11). A project description was given by Assistant Engineer Jeron Smith who will also be assisting in the creation of a recommendation for the project. Prior to the award of the bid, the Planning Committee was recommending that the bids be forwarded to City Attorney Scott for his review and consideration.

5. MRO Update:

Continuing on the search for a Compliance Officer. Terry Volkmann continues to serve as the interim Compliance Officer. Two issues facing WMU as potential violations are bi-annual battery bank testing and official title update (NERC). Quarterly status reports will be presented to the Commission.

6. WAPA Power Supply Contract:

WAPA currently is a member of the Federal Power Marketing Agencies. WMU's existing contract expires at the end of 2020. The new long-term contract would be from 2021-2050. This contract would bring a solid foundation to meet WMU's future power supply needs. Will move forward and seek approval of the proposed WAPA contract by the Commission in the near future. Contracts are being extended to stabilize the government's involvement in WAPA.

7. Pole Attachment Policy:

Reviewed with the Committee the current Pole Attachment Policy which is a part of the WMU Operations Policy. Our current policy does not allow for private parties to attach items to our poles. A recent request was received from a downtown property owner to attach a surveillance camera(s) to the poles which is not allowed. Staff recommends to continue as stated in the policy. (Note: The only exceptions to this policy are by the City of Willmar, Charter Communications & Qwest.)

8. Transmission update - 69KV

A portion of our 69KV transmission line failed recently. Power to the Waste Treatment Plant was quickly restored. Experienced the same loop failure in 2010 (terminator failure). Repair work was completed "in-house" which meant extensive teamwork. Credit should be given to all WMU's personnel involved to solve this problem in a timely manner.

9. Vision 2040:

This program was originally created in 1999 (Vision 2020) to engage area organizations to join together with the goal of achieving lasting community goals, objectives and strategies that are beneficial to Willmar and its citizens. Vision 2040 would be an extension or continuation of this program to further promote the City of Willmar. A request for a contribution/donation to the program has been received. The suggested donation by the Vision 2040 committee is \$5,000. This item will be addressed at the March 25th MUC meeting,

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 11:30 a.m. Commissioner Holtz seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 13, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, March 13, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charles Oakes, Gary Geiger, Andrew Engan, and Randy Czarnetzki.

** Members Absent: Scott Thaden, Bob Poe, Nick Davis, and Virgilio Aguirre Jr.

** Others Present: Steve Salzer, Bruce D. Peterson- Planning and Development Services-Director, Megan Sauer- Planner.

2. MINUTES: The minutes of the February 13, 2013 meeting were approved as presented.

3. SUPERIOR STEEL PLAN REVIEW MINNWEST TECHNOLOGY CAMPUS- FILE NO. 13-04: Steve Salzer of MinnWest Technology Campus presented a request for plan review for Superior Steel to operate on property legally described as Unit 16, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Drive NE). The office previously operated in Spicer, and the company will be bringing 10 employees to operate out of the location. Superior Steel is a sales company for steel to fabricators etc.

The Commission talked about the office use fitting into the Technology District and campus well.

Mr. Oakes made a motion, seconded by Mr. Czarnetzki, to approve the plan review with the following condition:

- A. The use shall meet all applicable, local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

4. ONCE UPON A CARROT PLAN REVIEW MINNWEST TECHNOLOGY CAMPUS- FILE NO. 13-03: Steve Salzer of MinnWest Technology Campus presented a request for plan review of Once Upon a Carrot bakery to operate a bakery/coffee shop out of the existing old State Hospital bakery on property legally described as: Unit 16, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Drive NE). Mr. Salzer explained that Once Upon a Carrot does cakes for special events, as well as rolls and donuts etc. There is a rising machine, so the baker hopes to get into bread making

and buns as well. The one condition the campus placed on the business was to also sell coffee as a coffee shop has been a much requested business by other businesses operating at the campus.

The Planning Commission discussed that this is a good fit for the vacant bakery space and an in demand use to serve the other businesses on the campus.

Mr. Oakes made a motion, seconded by Mr. Geiger, to approve the plan review with the following condition:

B. The use shall meet all applicable, local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. OLD AIRPORT LAND REZONE G/I TO I-1 AND I-2 FILE NO. 13-02: The public hearing opened at 7:15 p.m. Staff presented the zoning amendment initiated by the Planning Commission of the property planned for future industrial park development of the old airport property from G/I (Government/Institutional) to I-1 (Limited Industry) and I-2 (General Industry) on property legally described as: Lots 1-9, Block One, AND Outlot A, AND Lots 1-3 Block Two, ALL of Willmar Industrial Park Third Addition to I-1. AND Lot 1, Block Five, to I-2. AND That part of the W ½ of the W ½ Section 16, Part of Section 17, Township 119, Range 35 (for full legal see file at City Offices) to I-1. As the land has been released from the FAA and is now fully under City control the property can be sold off and developed.

The Planning Commission talked about this being a natural progression of the overall development plan for the area. Along with the Willmar Ave. SW street project that will take place this summer and subsequent closure of portions of old Hwy. 40. Phase 3 of the land release is nearing completion, the old terminal building/hangar is on the Historic Registry and mitigation is now commencing.

Mr. Oakes made a motion, seconded by Mr. Engan, to approve the rezone and forward it onto the city Council for a public hearing and Ordinance adoption.

The motion carried.

5. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED SECTION 3: Staff had distributed a rough draft of Section 3 General Provisions at the previous meeting as well as other Communities provisions to review and discuss at this meeting. The Commission talked about accessory structures in residential districts, fencing materials, RV parking etc. Staff made note and will bring a revised copy at an upcoming meeting.

6. There being no further business to come before the Commission, the meeting adjourned at 8:27 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan M. Sauer".

Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-MARCH 13, 2013

STAFF COMMENTS

1. OLD AIRPORT LAND REZONE G/I TO I-1 AND I-2 FILE NO. 13-2:

- The rezone is initiated by the City Willmar Planning Commission, MN.
- The rezoning is for the former Airport land that has been released from the FAA and is ripe for industrial park expansion and development on property from G/I (Government/Institutional) to I-1 (Limited Industry) and I-2 (General Industry) on property legally described as: Lots 1-9, Block One, AND Outlot A, AND Lots 1-3 Block Two, ALL of Willmar Industrial Park Third Addition to I-1. **AND** Lot 1, Block Five, to I-2. **AND** That part of the W ½ of the W ½ Section 16, Part of Section 17, Township 119, Range 35 (for full legal see file at City Offices) to I-1.
- The surrounding properties are zoned I-1, I-2, G/I, AG, and P.
- Some of the property has already been platted into developable lots east of County Road 5, and another second plat will come before the Commission in the future for a proposed plat of lots west of County Road 5.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI	35774	03/13/13 SEPTIC PUMPING	250.00		20875		D N	CLEANING AND WAS	230.43430.0338
AMERIPRIDE LINEN & APPAR	35775	03/13/13 TOWEL SERVICE	27.82		2200345119		D N	CLEANING AND WAS	101.43425.0338
	35775	03/13/13 TOWEL SERVICE	26.72		2200350721		D N	CLEANING AND WAS	101.43425.0338
		VENDOR TOTAL	54.54		*CHECK TOTAL				
ANDERSON LAW OFFICES	35776	03/13/13 PROFESSIONAL SERVICES	9,824.67		STMT/2-13		D M 07	PROFESSIONAL SER	101.41406.0446
ARNOLD'S OF WILLMAR INC	35777	03/13/13 CHAIN	105.75		WC31421		D N	MTCE. OF EQUIPME	651.48484.0224
	35777	03/13/13 #987564-STEP SUPPORTS	175.45		WC31559		D N	MTCE. OF EQUIPME	101.43425.0224
	35777	03/13/13 CHAIN	100.46		WC31583		D N	MTCE. OF EQUIPME	651.48484.0224
		VENDOR TOTAL	381.66		*CHECK TOTAL				
AT&T MOBILITY	35778	03/13/13 WIRELESS INTERNET SERV.	40.65		X02252013		D N	COMMUNICATIONS	101.41402.0330
BATTERY WHOLESALR INC	35779	03/13/13 BATTERY CHARGER	58.63		13162		D N	MTCE. OF EQUIPME	101.43425.0224
BCA CJTE	35780	03/13/13 MARKKANEN-SEMINAR REGIS.	250.00		742		D N	TRAVEL-CONF. -SCH	101.42411.0333
	35780	03/13/13 HERZOG-SEMINAR REGIS.	250.00		743		D N	TRAVEL-CONF. -SCH	101.42411.0333
	35780	03/13/13 NEUBAUER-SEMINAR REGIS.	250.00		744		D N	TRAVEL-CONF. -SCH	101.42411.0333
	35780	03/13/13 HOLME-SEMINAR REGIS.	250.00		745		D N	TRAVEL-CONF. -SCH	101.42411.0333
		VENDOR TOTAL	1,000.00		*CHECK TOTAL				
BENNETT OFFICE TECHNOLOG	35781	03/13/13 OFFICE SUPPLIES	109.97		180905		D N	OFFICE SUPPLIES	651.48484.0220
BENNETT VENTURES INC	35782	03/13/13 KEY FOR BLDG	8.02		11021		D N	MTCE. OF STRUCTU	101.42412.0225
BERNICK'S PEPSI-COLA CO	35783	03/13/13 OFFICE COFFEE	39.48		3649		D N	GENERAL SUPPLIES	101.43425.0229
	35783	03/13/13 OFFICE COFFEE	39.48		5257		D N	GENERAL SUPPLIES	101.43425.0229
		VENDOR TOTAL	78.96		*CHECK TOTAL				
BMI	35784	03/13/13 MUSIC LICENSE FEE	327.00		23258732		D N	LICENSES AND TAX	101.45437.0445

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC	35785	03/13/13	INTERIM CITY ENG SERVI	1,080.00		0154576		D N	PROFESSIONAL SER	101.43417.0446
	35785	03/13/13	SUMP PUMP INSPECTION	3,380.00		0154605		D N	PROFESSIONAL SER	651.48485.0446
			VENDOR TOTAL	4,460.00		*CHECK TOTAL				
BRIMEYER FURSMAN LLC	35786	03/13/13	PROFESSIONAL SERVICES	5,000.00		0313131		D N	PROFESSIONAL SER	101.41401.0446
BSE	35787	03/13/13	ROOM UPGRADE-PARTS	205.85		905164267		D N	MTCE. OF STRUCTU	101.45433.0225
	35787	03/13/13	SUPPLIES	24.58		905262454		D N	GENERAL SUPPLIES	101.45433.0229
	35787	03/13/13	SUPPLIES	55.58		905274818		D N	GENERAL SUPPLIES	101.45433.0229
	35787	03/13/13	REPAIR CEILING LTS-PARTS	302.60		905287256		D N	MTCE. OF STRUCTU	101.45433.0225
	35787	03/13/13	HARD HAT	143.77		905287806		D N	SUBSISTENCE OF P	651.48484.0227
	35787	03/13/13	L.S. PARTS	15.21		905287868		D N	MTCE. OF STRUCTU	651.48485.0225
	35787	03/13/13	LIGHT BULBS FOR BLDG	181.47		905308146		D N	MTCE. OF STRUCTU	101.41408.0225
	35787	03/13/13	SMALL TOOLS	17.44		905310180		D N	SMALL TOOLS	651.48484.0221
	35787	03/13/13	LIGHT BULBS-WLCM SIGNS	85.11		905324262		D N	MTCE. OF OTHER I	101.43425.0226
	35787	03/13/13	REPAIR OF 250-ASD-1102	729.89		905334548		D N	MTCE. OF EQUIPME	651.48484.0224
	35787	03/13/13	REPAIR OF 250-ASD-1101	38.18		905334554		D N	MTCE. OF EQUIPME	651.48484.0224
	35787	03/13/13	LIGHT BULBS FOR BLDG	117.56		905338696		D N	MTCE. OF STRUCTU	101.45433.0225
	35787	03/13/13	BREAKER	28.11		905342646		D N	MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	1,945.35		*CHECK TOTAL				
			VENDOR TOTAL	1,945.35						
BUSINESSWARE SOLUTIONS	35788	03/13/13	002776 PRINT/PAGE COUNT	22.62		194420		D N	OFFICE SUPPLIES	101.41402.0220
	35788	03/13/13	PRINT/PAGE COUNT	12.40		194420		D N	OFFICE SUPPLIES	101.41403.0220
	35788	03/13/13	PRINT/PAGE COUNT	11.40		194420		D N	OFFICE SUPPLIES	101.41404.0220
	35788	03/13/13	PRINT/PAGE COUNT	85.71		194420		D N	OFFICE SUPPLIES	101.41405.0220
	35788	03/13/13	PRINT/PAGE COUNT	3.37		194420		D N	OFFICE SUPPLIES	101.41409.0220
	35788	03/13/13	PRINT/PAGE COUNT	104.99		194420		D N	OFFICE SUPPLIES	101.42411.0220
	35788	03/13/13	PRINT/PAGE COUNT	13.25		194420		D N	OFFICE SUPPLIES	101.43417.0220
	35788	03/13/13	PRINT/PAGE COUNT	4.07		194420		D N	OFFICE SUPPLIES	101.43425.0220
	35788	03/13/13	PRINT/PAGE COUNT	10.56		194420		D N	OFFICE SUPPLIES	101.45435.0220
	35788	03/13/13	PRINT/PAGE COUNT	98.13		194420		D N	OFFICE SUPPLIES	651.48484.0220
	35788	03/13/13	PRINT/PAGE COUNT	0.39		194420		D N	OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	366.89		*CHECK TOTAL				
C D & T INC AUTO PARTS	35789	03/13/13	000145 BEARING	50.71		919596		D N	MTCE. OF EQUIPME	651.48485.0224
CARD SERVICES	35790	03/13/13	002552 CONCESSION SUPPLIES	62.38		020515		D N	GENERAL SUPPLIES	101.45433.0229
	35790	03/13/13	CONCESSION SUPPLIES	29.40		020822		D N	GENERAL SUPPLIES	101.45433.0229
	35790	03/13/13	CONCESSION SUPPLIES	40.44		020914		D N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	132.22		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
CARRANZA/NORMA I 35791 03/13/13 PROFESSIONAL SERVICES 002542	75.00	021513		D M 07 PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 35792 03/13/13 NATURAL GAS CHARGES 000467	931.88	6048932/2-13		D N UTILITIES	651.48484.0332
35792 03/13/13 NATURAL GAS CHARGES	45.96	6072309/2-13		D N UTILITIES	101.45437.0332
35792 03/13/13 NATURAL GAS CHARGES	12.82	6093527/2-13		D N UTILITIES	101.43425.0332
VENDOR TOTAL	990.66	*CHECK TOTAL			
CHAPPELL CENTRAL INC 35793 03/13/13 ROOFTOP UNIT REPAIR 000156	93.84	00053019		D N MTCE. OF STRUCTU	651.48484.0225
35793 03/13/13 ROOFTOP UNIT REPAIR	427.50	00053019		D N MTCE. OF STRUCTU	651.48484.0335
VENDOR TOTAL	521.34	*CHECK TOTAL			
COMPUTER PROF, UNLIMITED 000065 35794 03/13/13 ASSESSOR MEETING	46.00	STMT/1-13		D N TRAVEL-CONF - SCH	101.41404.0333
35794 03/13/13 CAMA MONTHLY SUPPORT-JAN	145.98	STMT/1-13		D N MTCE. OF EQUIPME	101.41404.0334
35794 03/13/13 ASSR APEX ANNUAL MTCE	860.00	STMT/1-13		D N MTCE. OF EQUIPME	101.41404.0334
35794 03/13/13 CHANGED PERMIT DOWNLOAD	80.00	STMT/1-13		D N MTCE. OF EQUIPME	101.41404.0334
35794 03/13/13 CAMA MONTHLY SUPPORT-FEB	145.98	STMT/2-13		D N MTCE. OF EQUIPME	101.41404.0334
35794 03/13/13 CAMA MONTHLY SUPPORT-MAR	145.98	STMT/3-13		D N MTCE. OF EQUIPME	101.41404.0334
VENDOR TOTAL	1,423.94	*CHECK TOTAL			
COPIER BUSINESS SOLUTION 001934 35795 03/13/13 COPIER MTCE CHARGE	36.53	219652		D N MTCE. OF EQUIPME	101.42412.0334
35795 03/13/13 COPIER MTCE CHARGE	8.29	219720		D N MTCE. OF EQUIPME	101.41405.0334
VENDOR TOTAL	44.82	*CHECK TOTAL			
CROW CHEMICAL & LIGHTING 000186 35796 03/13/13 HAND SOAP	40.40	401453		D N GENERAL SUPPLIES	651.48484.0229
35796 03/13/13 TOILET TISSUE/SUPPLIES	124.94	401464		D N GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	165.34	*CHECK TOTAL			
CULLIGAN STERLING WATER 000188 35797 03/13/13 SOFTENER RENTAL	32.28	112508-9/2-13		D N RENTS	101.45435.0440
DEPT OF HUMAN SERVICES 000009 35798 03/13/13 CLEANING SERVICES	45.00	00000123489		D N CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 002914 35799 03/13/13 #22 RICE CARE CENTER-	15,576.15	00000125307		D N OTHER CHARGES	101.41428.0449
DONOHUE & ASSOCIATES 002293 35800 03/13/13 WESTERN COLLECTOR SEWE	9,720.22	11678-27		D N CONTRACTS PAYABL	651.207000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC 35801 03/13/13 200 GALLONS UNLEADED 000212	778.20	265962		D N	MOTOR FUELS AND 651.48484.0222
DOOLEY'S PETROLEUM INC 35772 03/11/13 3,001 GALLONS UNLEADED 002163	10,479.49	891772		D N	INVENTORIES-MDSE 101.125000
35772 03/11/13 5,001 GALLONS DIESEL	16,773.35	891772		D N	INVENTORIES-MDSE 101.125000
VENDOR TOTAL	27,252.84	*CHECK TOTAL			
DYNA SYSTEMS 35802 03/13/13 LARGE DRILL BITS 000223	713.48	20652880		D N	SMALL TOOLS 101.43425.0221
35802 03/13/13 ELECTRICAL TERMINALS	141.11	20652880		D N	MTCE. OF EQUIPME 101.43425.0224
VENDOR TOTAL	854.59	*CHECK TOTAL			
ED'S SERVICE CENTER & SA 35803 03/13/13 TOWING CHARGES 000231	1,329.00	STMT/2-13		D N	OTHER SERVICES 101.42411.0339
ERIC'S AVIATION SERVICES 35804 03/13/13 ON SITE MGMT SERV-MAR 002998	6,333.33	STMT/3-13		D N	PROFESSIONAL SER 230.43430.0446
EXCEL OVERHEAD DOOR 35805 03/13/13 OVERHEAD DR REPAIR-PARTS 002443	494.70	19464		D N	MTCE. OF STRUCTU 651.48484.0225
35805 03/13/13 OVERHEAD DR REPAIR-LABOR	409.50	19464		D N	MTCE. OF STRUCTU 651.48484.0335
VENDOR TOTAL	904.20	*CHECK TOTAL			
EXPRESSIONS BY DEBORAH 35806 03/13/13 FLWR BSKTS FOR DOWNTOW 003012	1,000.00	031313		D N	PROFESSIONAL SER 101.41401.0446
FAMILY PRACTICE MED CENT 35807 03/13/13 DRUG TESTING 000245	169.00	45/3-13		D N	SUBSISTENCE OF P 101.43425.0337
35807 03/13/13 DRUG TESTING	23.50	45/3-13		D N	SUBSISTENCE OF P 651.48484.0337
VENDOR TOTAL	192.50	*CHECK TOTAL			
FERGUSON ENTERPRISES INC 35808 03/13/13 BLDG MTCE-PARTS 000810	60.78	2705694		D N	MTCE. OF STRUCTU 101.43425.0225
FLAHERTY & HOOD P.A. 35809 03/13/13 PROFESSIONAL SERVICES 001449	7,621.42	6262		D M 07	PROFESSIONAL SER 101.41406.0446
GENERAL MAILING SERVICES 35810 03/13/13 POSTAGE 02/18 - 02/22/13 000293	28.62	105		D N	POSTAGE 101.41401.0223
35810 03/13/13 POSTAGE 02/18 - 02/22/13	26.96	105		D N	POSTAGE 101.41402.0223
35810 03/13/13 POSTAGE 02/18 - 02/22/13	54.88	105		D N	POSTAGE 101.41403.0223
35810 03/13/13 POSTAGE 02/18 - 02/22/13	2.24	105		D N	POSTAGE 101.41405.0223
35810 03/13/13 POSTAGE 02/18 - 02/22/13	15.00	105		D N	POSTAGE 101.41408.0223

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293											
35810	03/13/13	02/18	POSTAGE	10.79	105			D	N	POSTAGE	101.42412.0223
35810	03/13/13	02/18	POSTAGE	0.56	105			D	N	POSTAGE	101.43417.0223
35810	03/13/13	02/18	POSTAGE	19.60	105			D	N	POSTAGE	101.45432.0223
35810	03/13/13	02/18	POSTAGE	3.51	105			D	N	POSTAGE	101.45433.0223
35810	03/13/13	02/18	POSTAGE	0.56	64			D	N	POSTAGE	230.43430.0223
35810	03/13/13	02/18	POSTAGE	69.65	64			D	N	POSTAGE	101.41401.0223
35810	03/13/13	02/18	POSTAGE	21.84	64			D	N	POSTAGE	101.41402.0223
35810	03/13/13	02/18	POSTAGE	116.23	64			D	N	POSTAGE	101.41403.0223
35810	03/13/13	02/18	POSTAGE	0.56	64			D	N	POSTAGE	101.41404.0223
35810	03/13/13	02/18	POSTAGE	4.78	64			D	N	POSTAGE	101.41405.0223
35810	03/13/13	02/18	POSTAGE	15.00	64			D	N	POSTAGE	101.41408.0223
35810	03/13/13	02/18	POSTAGE	0.56	64			D	N	POSTAGE	101.41409.0223
35810	03/13/13	02/18	POSTAGE	2.80	64			D	N	POSTAGE	101.41409.0223
35810	03/13/13	02/18	POSTAGE	6.05	64			D	N	POSTAGE	101.42411.0223
35810	03/13/13	02/18	POSTAGE	4.30	64			D	N	POSTAGE	101.43417.0223
35810	03/13/13	02/18	POSTAGE	6.16	64			D	N	POSTAGE	101.43425.0223
35810	03/13/13	02/18	POSTAGE	7.10	64			D	N	POSTAGE	101.45433.0223
35810	03/13/13	02/18	POSTAGE	1.12	64			D	N	POSTAGE	101.45435.0223
35810	03/13/13	02/18	POSTAGE	4.48	64			D	N	POSTAGE	208.45005.0223
35810	03/13/13	02/18	POSTAGE	9.15	64			D	N	POSTAGE	230.43430.0223
35810	03/13/13	02/18	POSTAGE	4.73	64			D	N	POSTAGE	651.48484.0223
35810	03/13/13	02/18	POSTAGE	31.15	65			D	N	POSTAGE	101.41401.0223
35810	03/13/13	02/18	POSTAGE	38.23	65			D	N	POSTAGE	101.41402.0223
35810	03/13/13	02/18	POSTAGE	117.60	65			D	N	POSTAGE	101.41403.0223
35810	03/13/13	02/18	POSTAGE	2.80	65			D	N	POSTAGE	101.41404.0223
35810	03/13/13	02/18	POSTAGE	2.24	65			D	N	POSTAGE	101.41405.0223
35810	03/13/13	02/18	POSTAGE	15.00	65			D	N	POSTAGE	101.41408.0223
35810	03/13/13	02/18	POSTAGE	13.54	65			D	N	POSTAGE	101.41409.0223
35810	03/13/13	02/18	POSTAGE	0.56	65			D	N	POSTAGE	101.42412.0223
35810	03/13/13	02/18	POSTAGE	2.38	65			D	N	POSTAGE	101.43425.0223
35810	03/13/13	02/18	POSTAGE	4.48	65			D	N	POSTAGE	101.45433.0223
35810	03/13/13	02/18	POSTAGE	139.44	65			D	N	POSTAGE	230.43430.0223
35810	03/13/13	02/18	POSTAGE	0.56	65			D	N	POSTAGE	413.48451.0223
35810	03/13/13	02/18	POSTAGE	43.43	66			D	N	POSTAGE	651.48484.0223
35810	03/13/13	02/18	POSTAGE	16.80	66			D	N	POSTAGE	101.41401.0223
35810	03/13/13	02/18	POSTAGE	8.34	66			D	N	POSTAGE	101.41402.0223
35810	03/13/13	02/18	POSTAGE	1.68	66			D	N	POSTAGE	101.41403.0223
35810	03/13/13	02/18	POSTAGE	0.56	66			D	N	POSTAGE	101.41404.0223
35810	03/13/13	02/18	POSTAGE	15.00	66			D	N	POSTAGE	101.41405.0223
35810	03/13/13	02/18	POSTAGE	1.07	66			D	N	POSTAGE	101.41408.0223
35810	03/13/13	02/18	POSTAGE	71.25	8440			D	N	POSTAGE	651.48484.0223
35810	03/13/13	02/18	POSTAGE	15.95	8440			D	N	POSTAGE	101.41401.0223
35810	03/13/13	02/18	POSTAGE	31.35	8440			D	N	POSTAGE	101.41402.0223
35810	03/13/13	02/18	POSTAGE	0.55	8440			D	N	POSTAGE	101.41403.0223
35810	03/13/13	02/18	POSTAGE	2.75	8440			D	N	POSTAGE	101.41404.0223
35810	03/13/13	02/18	POSTAGE	15.00	8440			D	N	POSTAGE	101.41405.0223
35810	03/13/13	02/18	POSTAGE		8440			D	N	POSTAGE	101.41408.0223

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
35810 03/13/13	POSTAGE 01/21 - 01/25/13	1.65		8440		D N	POSTAGE	101.41409.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	8.25		8440		D N	POSTAGE	101.41424.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	0.55		8440		D N	POSTAGE	101.42411.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	2.00		8440		D N	POSTAGE	101.43417.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	0.55		8440		D N	POSTAGE	101.43425.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	0.55		8440		D N	POSTAGE	101.45432.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	1.65		8440		D N	POSTAGE	101.45435.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	4.40		8440		D N	POSTAGE	208.45005.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	0.55		8440		D N	POSTAGE	230.43430.0223
35810 03/13/13	POSTAGE 01/21 - 01/25/13	1.10		8440		D N	POSTAGE	651.48484.0223
		11.66		9108		D N	POSTAGE	101.42411.0223
		1,062.97		*CHECK TOTAL				
	VENDOR TOTAL	1,062.97						
GILLUND ENTERPRISES 002425								
35811 03/13/13	OIL/FUEL ADDITIVE	415.23		772190		D N	INVENTORIES-MDSE	101.125000
GRAND RENTAL STATION 001887								
35812 03/13/13	EQUIPMENT RENTAL	24.80		1-523948		D N	RENTS	101.43425.0440
HACH COMPANY 000316								
35813 03/13/13	PIPE/TOTOR	277.88		8171279		D N	SMALL TOOLS	651.48484.0221
35813 03/13/13	SUPPLIES	675.65		8171279		D N	GENERAL SUPPLIES	651.48484.0229
		953.53		*CHECK TOTAL				
	VENDOR TOTAL	953.53						
HARDWARE HANK EXPRESS 000452								
35814 03/13/13	PLUMBING TANK PUMP	166.71		010313		D N	MTCE. OF STRUCTU	101.45433.0225
35814 03/13/13	GORILLA TAPE	27.77		010813		D N	GENERAL SUPPLIES	230.43430.0229
35814 03/13/13	PLUMBING PARTS	18.77		011113		D N	MTCE. OF STRUCTU	101.43425.0225
35814 03/13/13	KEYS FOR BLDG	7.99		011113		D N	MTCE. OF STRUCTU	101.45433.0225
35814 03/13/13	BATTERIES	21.36		011513		D N	GENERAL SUPPLIES	101.41409.0229
35814 03/13/13	PLUMBING PARTS	75.43		011513		D N	MTCE. OF STRUCTU	101.43425.0225
35814 03/13/13	TABLE FAN/BOX FAN	38.45		011613		D N	SMALL TOOLS	101.41409.0221
35814 03/13/13	SMALL TOOLS	4.26		011613		D N	SMALL TOOLS	101.43425.0221
35814 03/13/13	MISCELLANEOUS SUPPLIES	4.00		012813		D N	GENERAL SUPPLIES	101.42411.0229
35814 03/13/13	BATTERIES	70.47		013013		D N	GENERAL SUPPLIES	101.45435.0229
35814 03/13/13	KEYS FOR BLDG	18.99		020413		D N	MTCE. OF STRUCTU	651.48484.0225
35814 03/13/13	LIGHT BULBS	7.67		020713		D N	MTCE. OF STRUCTU	101.41408.0225
35814 03/13/13	BATTERIES	26.70		020713		D N	GENERAL SUPPLIES	101.41408.0229
35814 03/13/13	ICE MELT	27.77		020813		D N	GENERAL SUPPLIES	101.41409.0229
35814 03/13/13	SUPPLIES	8.54		020813		D N	GENERAL SUPPLIES	101.45435.0229
35814 03/13/13	ICE MELT	27.77		021313		D N	GENERAL SUPPLIES	101.45435.0229
35814 03/13/13	DEADBOLT LOCK	88.25		021413		D N	MTCE. OF STRUCTU	101.45435.0225
35814 03/13/13	BATTERIES	9.61		021513		D N	GENERAL SUPPLIES	101.41408.0229
35814 03/13/13	PAINTING SUPPLIES	27.53		022013		D N	GENERAL SUPPLIES	101.43425.0229
35814 03/13/13	SPRAY PAINT	6.40		022013		D N	GENERAL SUPPLIES	101.43425.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 35814 03/13/13 LIGHT BULBS 000452 35814 03/13/13 SUPPLIES 35814 03/13/13 SUPPLIES VENDOR TOTAL	18.16 179.74 6.01 888.35 888.35		022013 022313 022613 *CHECK TOTAL		D N D N D N	MTCE. OF STRUCTU GENERAL SUPPLIES GENERAL SUPPLIES	101.45427.0225 101.45433.0229 101.41409.0229
HARMON AUTOGLASS 35815 03/13/13 #090639-WNDSHLD REPAIR 000323 35815 03/13/13 #090639-WNDSHLD REPAIR VENDOR TOTAL	90.85 100.00 190.85 190.85		202-90567 202-90567 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42411.0224 101.42411.0334
HAUG-KUBOTA LLC 35816 03/13/13 MOWER DECK PARTS 002609 35816 03/13/13 MOWER PARTS 35816 03/13/13 KUBOTA WHEEL BUSHING 35816 03/13/13 CUSHIONS/SEAL VENDOR TOTAL	843.96 176.66 56.17 32.23 1,109.02 1,109.02		2462 2497 2522 2542 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0224 101.43425.0224 101.43425.0224
HAWKINS INC 35817 03/13/13 FERRIC CHLORIDE 000325	4,894.61		3441933 RI		D N	GENERAL SUPPLIES	651.48484.0229
HILLYARD FLOOR CARE SUPP 35818 03/13/13 VACUUM PARTS 000333 35818 03/13/13 HAND TOWELS 35818 03/13/13 TOILET TISSUE VENDOR TOTAL	24.97 40.05 88.88 153.90 153.90		600594951 600594951 600594951 *CHECK TOTAL		D N D N D N	MTCE. OF EQUIPME GENERAL SUPPLIES GENERAL SUPPLIES	101.41408.0224 101.41408.0229 101.45427.0229
HOME DEPOT CREDIT SERVIC 35819 03/13/13 SUPPLIES 000058 35819 03/13/13 SUPPLIES 35819 03/13/13 SANDING BELTS 35819 03/13/13 NAILS 35819 03/13/13 ELECTRICAL PARTS 35819 03/13/13 TAPE/ELECTRICAL TAPE 35819 03/13/13 SUPPLIES VENDOR TOTAL	73.11 40.47 22.38 12.71 133.12 41.46 34.15 357.40 357.40		4564621 5024996 5570697 7020181 7052279 7052281 8020153 *CHECK TOTAL		D N D N D N D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES MTCE. OF STRUCTU GENERAL SUPPLIES	101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0225 101.45433.0229
HYDRITE CHEMICAL CO 35820 03/13/13 ANTI-FOAM 002837 35820 03/13/13 MAGNESIUM HYDROXIDE VENDOR TOTAL	871.20 9,157.20 10,028.40 10,028.40		01569619 01570728 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
IMAGING PATH/THE 35821 03/13/13	002270 COPIER MTCE CHARGE	42.65	142401			D N	MTCE. OF EQUIPME	101.43425.0334
IN CONTROL INC 35822 03/13/13	002486 PROFESSIONAL SERVICES	2,210.00	13020KA01			D N	PROFESSIONAL SER	651.48484.0446
JOBHQ 35823 03/13/13	002923 FIREFIGHTER POSITION AD	349.00	36936/2-13			D N	ADVERTISING	101.42412.0447
K M FIRE PUMP SPECIALIST 35824 03/13/13	000371 REPAIR-PARTS	743.57	5821			D M 07	MTCE. OF EQUIPME	101.42412.0224
35824 03/13/13	#022446 REPAIR-LABOR	262.50	5821			D M 07	MTCE. OF EQUIPME	101.42412.0334
	VENDOR TOTAL	1,006.07	*CHECK TOTAL					
		1,006.07						
KANDIYOHI CO AUDITOR 35825 03/13/13	000376 ELECTION MTCE FEE	196.86	022113			D N	MTCE. OF EQUIPME	101.41424.0334
35825 03/13/13	ELECTION MTCE FEE	5,721.48	022113			D N	MTCE. OF EQUIPME	101.41424.0334
	VENDOR TOTAL	5,918.34	*CHECK TOTAL					
		5,918.34						
KANDIYOHI CO HISTORICAL 35826 03/13/13	001642 2013 CONTRIBUTION	5,000.00	022813			D N	CIVIC PROMOTION	101.45428.0812
KANDIYOHI CO RECORDER'S 35827 03/13/13	000382 RECORDING FEES	46.00	608391			D N	PROFESSIONAL SER	101.41401.0446
LAKESIDE PRESS 35828 03/13/13	001646 ENVELOPES/LETTERHEAD	222.11	2471			D N	OFFICE SUPPLIES	101.42412.0220
35828 03/13/13	BASIC RUN LETTERHEAD	562.16	2491			D N	OFFICE SUPPLIES	741.48001.0220
35828 03/13/13	FREEMAN-BUSINESS CARDS	65.51	2502			D N	OFFICE SUPPLIES	101.45435.0220
	VENDOR TOTAL	849.78	*CHECK TOTAL					
		849.78						
LANGE/CRAIG 35829 03/13/13	002000 FUEL REIMBURSEMENT	37.00	181			D N	MOTOR FUELS AND	101.42411.0222
35829 03/13/13	MGIA GANG CONFERENCE	37.98	181			D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	74.98	*CHECK TOTAL					
		74.98						
LARSON AUTOMOTIVE 35830 03/13/13	.01975 AUTOMATIC STARTER	406.13	003614			D N	MACHINERY AND AU	450.42412.0553
LIFE CONNECTIONS, XIV 35831 03/13/13	.00532 CODING CORRECTION	185.00CR	031213			M N	TRAVEL-CONF.-SCH	101.45435.0333
35831 03/13/13	CODING CORRECTION	185.00	031213			M N	RENTS	101.45435.0440
35831 03/13/13	BOOTH SPACE RENTAL	185.00	031213			D N	TRAVEL-CONF.-SCH	101.45435.0333
	VENDOR TOTAL	185.00	*CHECK TOTAL					
		185.00						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP 002789								
35768 03/07/13	LIFE INSURANCE-MARCH	13.15		M260		D N	COBRA INS PREMII	101.120001
35768 03/07/13	LIFE INSURANCE-MARCH	47.06		M260		D N	EMPLOYER INSUR.	101.41400.0114
35768 03/07/13	LIFE INSURANCE-MARCH	48.75		M260		D N	EMPLOYER INSUR.	101.41402.0114
35768 03/07/13	LIFE INSURANCE-MARCH	19.50		M260		D N	EMPLOYER INSUR.	101.41403.0114
35768 03/07/13	LIFE INSURANCE-MARCH	19.50		M260		D N	EMPLOYER INSUR.	101.41404.0114
35768 03/07/13	LIFE INSURANCE-MARCH	29.25		M260		D N	EMPLOYER INSUR.	101.41405.0114
35768 03/07/13	LIFE INSURANCE-MARCH	9.75		M260		D N	EMPLOYER INSUR.	101.41408.0114
35768 03/07/13	LIFE INSURANCE-MARCH	29.25		M260		D N	EMPLOYER INSUR.	101.41409.0114
35768 03/07/13	LIFE INSURANCE-MARCH	2.44		M260		D N	EMPLOYER INSUR.	101.41424.0114
35768 03/07/13	LIFE INSURANCE-MARCH	1,508.95		M260		D N	INS. PASS THROUG	101.41428.0819
35768 03/07/13	LIFE INSURANCE-MARCH	341.25		M260		D N	EMPLOYER INSUR.	101.42411.0114
35768 03/07/13	LIFE INSURANCE-MARCH	38.00		M260		D N	EMPLOYER INSUR.	101.42412.0114
35768 03/07/13	LIFE INSURANCE-MARCH	24.38		M260		D N	EMPLOYER INSUR.	101.43417.0114
35768 03/07/13	LIFE INSURANCE-MARCH	195.00		M260		D N	EMPLOYER INSUR.	101.43425.0114
35768 03/07/13	LIFE INSURANCE-MARCH	19.50		M260		D N	EMPLOYER INSUR.	101.45432.0114
35768 03/07/13	LIFE INSURANCE-MARCH	39.00		M260		D N	EMPLOYER INSUR.	101.45433.0114
35768 03/07/13	LIFE INSURANCE-MARCH	4.87		M260		D N	EMPLOYER INSUR.	101.45437.0114
35768 03/07/13	LIFE INSURANCE-MARCH	87.75		M260		D N	EMPLOYER INSUR.	101.48484.0114
35768 03/07/13	LIFE INSURANCE-MARCH	9.75		M260		D N	EMPLOYER INSUR.	651.48485.0114
35768 03/07/13	LIFE INSURANCE-MARCH	9.75		M260		D N	EMPLOYER INSUR.	651.48486.0114
2,496.85				*CHECK TOTAL				
2,496.85	VENDOR TOTAL							

MENARDS	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
35832 03/13/13	CHECK VOID	1,060.88CR		14659		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CARPETING	1,060.88		14659		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	46.57CR		15369		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	WALL PROJECT-MATERIALS	46.57		15369		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	21.24CR		15424		M N	MICE. OF STRUCTU	101.43425.0225
35832 03/13/13	WATER HEATER PARTS	21.24		15424		D N	MICE. OF STRUCTU	101.43425.0225
35832 03/13/13	CHECK VOID	164.30CR		15482		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CARPETING	164.30		15482		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	202.53CR		15569		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	SUPPLIES	202.53		15569		D N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	CHECK VOID	43.37CR		15570		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	WALL PROJECT-MATERIALS	43.37		15570		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	243.55CR		15709		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	ELECTRICAL SUPPLIES	243.55		15709		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	143.15CR		15793		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	PAINTING SUPPLIES	143.15		15793		D N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	CHECK VOID	25.62CR		15935		M N	MICE. OF EQUIPME	101.45433.0224
35832 03/13/13	REPL. ELECTRICAL CORD	25.62		15935		D N	MICE. OF EQUIPME	101.45433.0224
35832 03/13/13	CHECK VOID	416.08CR		16009		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	SUPPLIES	416.08		16009		D N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13	CHECK VOID	35.19CR		16157		M N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	REPL. THERMOSTAT	35.19		16157		D N	MICE. OF STRUCTU	101.45433.0225
35832 03/13/13	CHECK VOID	275.61CR		16216		M N	GENERAL SUPPLIES	101.45433.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS 000449							
35832 03/13/13 SUPPLIES	275.61		16216		D N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13 CHECK VOID	398.36CR		16369		D N	MTCE. OF STRUCTU	101.45433.0225
35832 03/13/13 WOOD TRIM	398.36		16369		D N	MTCE. OF STRUCTU	101.45433.0225
35832 03/13/13 CHECK VOID	135.89CR		16375		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13 SUPPLIES	135.89		16375		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13 CHECK VOID	43.08CR		16403		D N	GENERAL SUPPLIES	651.48484.0229
35832 03/13/13 RUST REMOVER/SUPPLIES	43.08		16403		D N	GENERAL SUPPLIES	651.48484.0229
35832 03/13/13 CHECK VOID	77.61CR		16597		M N	GENERAL SUPPLIES	101.45433.0229
35832 03/13/13 PAINTING SUPPLIES	77.61		16597		D N	GENERAL SUPPLIES	101.45433.0229
	0.00	*CHECK TOTAL					
35891 03/13/13 CARPETING	1,060.88		14659		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 WALL PROJECT-MATERIALS	46.57		15369		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 WATER HEATER PARTS	21.24		15424		D N	MTCE. OF STRUCTU	101.43425.0225
35891 03/13/13 PAINT	164.30		15482		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 SUPPLIES	202.53		15569		D N	GENERAL SUPPLIES	101.45433.0229
35891 03/13/13 WALL PROJECT-MATERIALS	43.37		15570		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 ELECTRICAL SUPPLIES	243.55		15709		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 PAINTING SUPPLIES	143.15		15793		D N	GENERAL SUPPLIES	101.45433.0229
35891 03/13/13 REPL. ELECTRICAL CORD	25.62		15935		D N	MTCE. OF EQUIPME	101.45433.0224
35891 03/13/13 SUPPLIES	416.08		16009		D N	GENERAL SUPPLIES	101.45433.0229
35891 03/13/13 REPL. THERMOSTAT	35.19		16157		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 SUPPLIES	275.61		16216		D N	GENERAL SUPPLIES	101.45433.0229
35891 03/13/13 WOOD TRIM	398.36		16369		D N	MTCE. OF STRUCTU	101.45433.0225
35891 03/13/13 SUPPLIES	135.89		16375		D N	GENERAL SUPPLIES	101.45433.0229
35891 03/13/13 RUST REMOVER/SUPPLIES	43.08		16403		D N	GENERAL SUPPLIES	651.48484.0229
35891 03/13/13 PAINTING SUPPLIES	77.61		16597		D N	GENERAL SUPPLIES	101.45433.0229
	3,333.03	*CHECK TOTAL					
VENDOR TOTAL	3,333.03						
METRO FIRE 000450							
35833 03/13/13 CHECK VOID	750.89CR		46443		M N	SUBSISTENCE OF P	101.42412.0227
35833 03/13/13 SCBA MASK HARNESSSES	750.89		46443		D N	SUBSISTENCE OF P	101.42412.0227
	0.00	*CHECK TOTAL					
35892 03/13/13 SCBA HARNESSSES	750.89		46443		D N	SUBSISTENCE OF P	101.42412.0227
VENDOR TOTAL	750.89						
MGIA 002200							
35834 03/13/13 VANDERHAGEN-SEMINAR REG.	82.99		022713		D N	TRAVEL-CONF.-SCH	101.42411.0333
35834 03/13/13 LANGE-SEMINAR REGIS.	82.99		022713		D N	TRAVEL-CONF.-SCH	101.42411.0333
	165.98	*CHECK TOTAL					
VENDOR TOTAL	165.98						
MIKE'S SMALL ENGINE CENT 002699							
35835 03/13/13 CHAIN SAW PARTS	28.75		100351		D N	MTCE. OF EQUIPME	101.43425.0224
35835 03/13/13 CHAIN SAW PARTS	12.77		100409		D N	MTCE. OF EQUIPME	101.43425.0224

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MIKE'S SMALL ENGINE CENT 35835 03/13/13 SMALL TOOLS	154.97	100451		D N	SMALL TOOLS	101.43425.0221
VENDOR TOTAL	196.49	*CHECK TOTAL				
MILLER SANITATION 35836 03/13/13 GARBAGE SERVICE-MARCH	93.90	1298/3-13		D N	CLEANING AND WAS	101.45433.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	46.22	1299/3-13		D N	CLEANING AND WAS	101.45433.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	52.70	1300/3-13		D N	CLEANING AND WAS	101.42412.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	64.74	1301/3-13		D N	CLEANING AND WAS	101.41408.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	64.74	1301/3-13		D N	CLEANING AND WAS	101.45427.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	251.31	1302/3-13		D N	CLEANING AND WAS	101.43425.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	24.34	1303/3-13		D N	CLEANING AND WAS	101.48484.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	48.67	1304/3-13		D N	CLEANING AND WAS	101.48484.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	161.04	1304/3-13		D N	CLEANING AND WAS	651.48484.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	49.67	1305/3-13		D N	CLEANING AND WAS	101.45435.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	46.15	1306/3-13		D N	CLEANING AND WAS	101.43425.0338
35836 03/13/13 GARBAGE SERVICE-MARCH	117.25	1378/3-13		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	1,020.73	*CHECK TOTAL				
MINI BIFF LLC 35837 03/13/13 TOILET RENTALS	78.79	A-55404		D N	RENTS	101.43425.0440
35837 03/13/13 TOILET RENTALS	157.58	A-55407		D N	RENTS	101.43425.0440
VENDOR TOTAL	157.58	*CHECK TOTAL				
MINNEAPOLIS FINANCE DEPA 35838 03/13/13 PROFESSIONAL SERVICES	142.20	400413003832		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF AGRICULTURE 35773 03/11/13 CIVIL PENALTY	1,000.00	031113		D N	OTHER SERVICES	101.43425.0339
MN DEPT OF HEALTH 35769 03/07/13 PLAN REVIEW FEE	150.00	030713		D N	LICENSES AND TAX	413.48451.0445
35771 03/07/13 PLAN REVIEW FEE	150.00	030713		D N	LICENSES AND TAX	413.48451.0445
VENDOR TOTAL	300.00					
MN POLLUTION CONTROL AGE 35839 03/13/13 TEMPLER-COLL. LICENSE	23.00	031213		D N	LICENSES AND TAX	651.48485.0445
MN POLLUTION CONTROL AGE 35840 03/13/13 HAIZINGER-SEMINAR REGIS.	300.00	030813		D N	TRAVEL-CONF. -SCH	651.48484.0333
MN RECREATION & PARK ASS 35841 03/13/13 FREEMAN-MEMBERSHIP DUES	264.00	031213		D N	SUBSCRIPTIONS AN	101.45432.0443

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN STATE PATROL - CMV SE 35842 03/13/13	INSPECTION PRGM DECALS	40.00		031213		D N	MTCE. OF EQUIPME	101.43425.0224
MORTON SALT INC 35843 03/13/13	ROAD SALT	2,211.07		5400107070		D N	GENERAL SUPPLIES	101.43425.0229
MUNICIPAL UTILITIES 35844 03/13/13	UTILITIES FOR FEBRUARY	4,286.61		2/13		D N	UTILITIES	101.41408.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	803.53		2/13		D N	UTILITIES	101.41409.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	947.24		2/13		D N	UTILITIES	101.42412.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	6,397.60		2/13		D N	UTILITIES	101.43425.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	3,191.07		2/13		D N	UTILITIES	101.45427.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	12,627.36		2/13		D N	UTILITIES	101.45435.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	965.94		2/13		D N	UTILITIES	101.45437.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	98.69		2/13		D N	UTILITIES	230.43430.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	3,831.04		2/13		D N	UTILITIES	651.48484.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	35,824.42		2/13		D N	PROFESSIONAL SER	651.48484.0446
35844 03/13/13	ADMIN FEE	1,500.00		2/13		D N	UTILITIES	651.48485.0332
35844 03/13/13	UTILITIES FOR FEBRUARY	4,728.69		2/13		D N	UTILITIES	651.48485.0332
	VENDOR TOTAL	75,202.19	*CHECK TOTAL					
MVTL LABORATORIES INC 35845 03/13/13	PROFESSIONAL SERVICES	39.00		644701		D N	PROFESSIONAL SER	651.48484.0446
35845 03/13/13	PROFESSIONAL SERVICES	39.00		645576		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	78.00	*CHECK TOTAL					
NCL OF WISCONSIN INC 35846 03/13/13	LAB SUPPLIES	360.99		317398		D N	GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL 35847 03/13/13	RETURNED VALVE	232.53CR		CM598362		D N	MTCE. OF EQUIPME	101.43425.0224
35847 03/13/13	MIRROR FRAME/VALVE	403.36		598362		D N	MTCE. OF EQUIPME	101.43425.0224
35847 03/13/13	#039838-BELT	22.60		598396		D N	MTCE. OF EQUIPME	101.43425.0224
35847 03/13/13	#039838-SEALS/GASKETS	55.78		598470		D N	MTCE. OF EQUIPME	101.43425.0224
35847 03/13/13	#039837-AIR TANK VALVE	95.39		598664		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	344.60	*CHECK TOTAL					
NEW LIFE COMMUNICATIONS 35848 03/13/13	SERVICED RTI SYSTEM	134.66		103820		D N	MTCE. OF EQUIPME	101.41409.0224
35848 03/13/13	SERVICED RTI SYSTEM	42.00		103820		D N	MTCE. OF EQUIPME	101.41409.0334
	VENDOR TOTAL	176.66	*CHECK TOTAL					
NORTHERN STATES SUPPLY 35849 03/13/13	LOCATE MARKING PAINT	59.37		10-502740		D N	GENERAL SUPPLIES	101.43417.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY			000585												
35849	03/13/13		METAL HOLE-SAWS	21.16		10-502972		D	N					SMALL TOOLS	101.43425.0221
35849	03/13/13		BELT SANDER REFILLS	21.02		10-503306		D	N					GENERAL SUPPLIES	101.43425.0229
35849	03/13/13		SUPPLIES	9.00		10-503349		D	N					GENERAL SUPPLIES	101.45433.0229
35849	03/13/13		SCREWS	9.48		10-503399		D	N					MICE. OF EQUIPME	101.43425.0224
35849	03/13/13		#115465-BOLTS	47.31		10-503644		D	N					MICE. OF EQUIPME	101.43425.0224
35849	03/13/13		PLOW BOLTS	89.57		10-503943		D	N					MICE. OF OTHER I	101.43425.0226
35849	03/13/13		CUTTING EDGE BOLT	18.48		10-503997		D	N					MICE. OF EQUIPME	101.43425.0224
35849	03/13/13		TOOL BOX LATCH KIT	121.62		71084		D	N					ACCOUNTS RECEIVA	101.120000
			VENDOR TOTAL	153.77		*CHECK TOTAL									
			VENDOR TOTAL	153.77											
O'REILLY AUTOMOTIVE INC			000650												
35850	03/13/13		KEY CHAINS	10.87		1528-202385		D	N					GENERAL SUPPLIES	101.42411.0229
35850	03/13/13		WIPER BLADES	32.47		1528-205020		D	N					MICE. OF EQUIPME	101.42411.0224
35850	03/13/13		WIPER BLADES	43.13		1528-205418		D	N					MICE. OF EQUIPME	101.42411.0224
35850	03/13/13		CUP HOLDER CONSOLE	11.21		1528-206112		D	N					SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	97.68		*CHECK TOTAL									
			VENDOR TOTAL	97.68											
OFFICE SERVICES			000589												
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	52.51		STMT/1-13		D	N					OFFICE SUPPLIES	101.41401.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	1,146.23		STMT/1-13		D	N					OFFICE SUPPLIES	101.41401.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	294.83		STMT/1-13		D	N					OFFICE SUPPLIES	101.41401.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	23.39		STMT/1-13		D	N					OFFICE SUPPLIES	101.41402.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	90.18		STMT/1-13		D	N					OFFICE SUPPLIES	101.41402.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	110.99		STMT/1-13		D	N					OFFICE SUPPLIES	101.41403.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	41.18		STMT/1-13		D	N					OFFICE SUPPLIES	101.41403.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	92.09		STMT/1-13		D	N					OFFICE SUPPLIES	101.41403.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	6.86		STMT/1-13		D	N					OFFICE SUPPLIES	101.41404.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	53.25		STMT/1-13		D	N					OFFICE SUPPLIES	101.41404.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	85.11		STMT/1-13		D	N					OFFICE SUPPLIES	101.41404.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	29.54		STMT/1-13		D	N					OFFICE SUPPLIES	101.41404.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	2.70		STMT/1-13		D	N					OFFICE SUPPLIES	101.41405.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	3.54		STMT/1-13		D	N					OFFICE SUPPLIES	101.41405.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	11.52		STMT/1-13		D	N					OFFICE SUPPLIES	101.41405.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	6.38		STMT/1-13		D	N					OFFICE SUPPLIES	101.41409.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	1.29		STMT/1-13		D	N					OFFICE SUPPLIES	101.41409.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	12.65		STMT/1-13		D	N					OFFICE SUPPLIES	101.41409.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	3.68		STMT/1-13		D	N					OFFICE SUPPLIES	101.41424.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	4.44		STMT/1-13		D	N					OFFICE SUPPLIES	101.41424.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	123.60		STMT/1-13		D	N					OFFICE SUPPLIES	101.41424.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	1.60		STMT/1-13		D	N					OFFICE SUPPLIES	101.42411.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	0.38		STMT/1-13		D	N					OFFICE SUPPLIES	101.42412.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	7.87		STMT/1-13		D	N					OFFICE SUPPLIES	101.42412.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	0.38		STMT/1-13		D	N					OFFICE SUPPLIES	101.42417.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	176.10		STMT/1-13		D	N					OFFICE SUPPLIES	101.43417.0220
35851	03/13/13		PHOTO COPIES-JAN/FEB	131.27		STMT/1-13		D	N					OFFICE SUPPLIES	101.43417.0220
35851	03/13/13		OFFICE SUPPLIES-JAN/FEB	34.20		STMT/1-13		D	N					OFFICE SUPPLIES	101.43425.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES														
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	93.68		STMT/1-13		D	N				OFFICE SUPPLIES	101.43425.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	76.73		STMT/1-13		D	N				OFFICE SUPPLIES	101.43425.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	20.93		STMT/1-13		D	N				OFFICE SUPPLIES	101.45432.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	47.37		STMT/1-13		D	N				OFFICE SUPPLIES	101.45432.0220
35851	03/13/13	13	OFFICE SUPPLIES-JAN/FEB	4.97		STMT/1-13		D	N				OFFICE SUPPLIES	101.45435.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	103.05		STMT/1-13		D	N				OFFICE SUPPLIES	409.48451.0220
35851	03/13/13	13	OFFICE SUPPLIES-JAN/FEB	37.41		STMT/1-13		D	N				OFFICE SUPPLIES	413.48451.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	9.23		STMT/1-13		D	N				OFFICE SUPPLIES	651.48484.0220
35851	03/13/13	13	PHOTO COPIES-JAN/FEB	18.85		STMT/1-13		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	2,959.60		*CHECK TOTAL								
			VENDOR TOTAL	2,959.60										
OLSON/RODNEY														
35852	03/13/13	13	ROOKIES BADGE PLANNING	31.12		242		D	N				TRAVEL-CONF.-SCH	101.42412.0333
OXYGEN SERVICE COMPANY														
35853	03/13/13	13	WELDING GLOVES	132.20		07658248		D	N				GENERAL SUPPLIES	101.43425.0229
PAPER PLACE/THE														
35854	03/13/13	13	CHECK VOID	12.83CR		15580		M	M	07			GENERAL SUPPLIES	101.42412.0229
35854	03/13/13	13	PAPER PLATES	12.83		15580		D	M	07			GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	0.00		*CHECK TOTAL								
35893	03/13/13	13	PAPER PLATES	12.83		15580		D	M	07			GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	12.83										
PEST PRO II														
35855	03/13/13	13	CHECK VOID	38.48CR		12402		M	N				PROFESSIONAL SER	101.45435.0446
35855	03/13/13	13	PROFESSIONAL SERVICES	38.48		12402		D	N				PROFESSIONAL SER	101.45435.0446
			VENDOR TOTAL	0.00		*CHECK TOTAL								
35894	03/13/13	13	PROFESSIONAL SERVICES	38.48		12402		D	N				PROFESSIONAL SER	101.45435.0446
			VENDOR TOTAL	38.48										
PIONEERLAND LIBRARY SYST														
35856	03/13/13	13	1ST QTR OPERATIONAL B	92,920.00		030813		D	N				OTHER CHARGES	101.45426.0449
PLUMBING & HEATING OF WI														
35857	03/13/13	13	RESTROOM REPAIR-PARTS	119.00		15759		D	N				MTCE. OF STRUCTU	230.43430.0225
35857	03/13/13	13	RESTROOM REPAIR-LABOR	140.00		15759		D	N				MTCE. OF STRUCTU	230.43430.0335
35857	03/13/13	13	RESTROOM REPAIR-PARTS	1.30		15770		D	N				MTCE. OF STRUCTU	101.45427.0225
35857	03/13/13	13	RESTROOM REPAIR-LABOR	70.00		15770		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	330.30		*CHECK TOTAL								
			VENDOR TOTAL	330.30										
POST BOARD														
35858	03/13/13	13	POST LICENSE FEE	810.00		031113		D	N				LICENSES AND TAX	101.42411.0445

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
QUICK SIGNS 35859 03/13/13 35859 03/13/13	001093 VEHICLE LETTERING HOIST LABELS	160.31 110.27 270.58		168677 168685		D N D N	MICE. OF EQUIPME MICE. OF OTHER I	101.43425.0224 651.48484.0226
	VENDOR TOTAL	270.58	*CHECK TOTAL					
QUILL CORPORATION 35860 03/13/13	000635 OFFICE SUPPLIES	194.89		9888721		D N	OFFICE SUPPLIES	101.42411.0220
RAMBOW INC 35861 03/13/13	000639 UNIFORMS-CLERICAL STAFF	480.96		238996		D N	SUBSISTENCE OF P	101.42411.0227
RICE HOSPITAL 35862 03/13/13	001166 PROFESSIONAL SERVICES	96.48		2108		D N	PROFESSIONAL SER	101.42411.0446
RICOH USA INC 35863 03/13/13 35863 03/13/13	002101 COPIER LEASE AGRMT COPIER LEASE AGRMT	675.45 734.23 1,409.68		88587242 88648384		D N D N	RENTS RENTS	741.48001.0440 101.42411.0440
	VENDOR TOTAL	1,409.68	*CHECK TOTAL					
ROTH CHEVROLET 35864 03/13/13	000662 #121323 REPAIR-LABOR	278.66		05149		D N	MTCE. OF EQUIPME	101.42411.0334
RUNNING'S SUPPLY INC 35865 03/13/13 35865 03/13/13 35865 03/13/13	001418 PLANT SUPPLIES PLANT SUPPLIES SCOOPS FOR ICE MELT	48.03 225.92 7.46 281.41		3089833 3090076 3097049		D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES SMALL TOOLS	651.48484.0229 651.48484.0229 651.48484.0221
	VENDOR TOTAL	281.41	*CHECK TOTAL					
SERVICE CENTER/CITY OF W 35866 03/13/13 35866 03/13/13	000685 EQUIPMENT REPAIR-OIL EQUIPMENT REPAIR-PARTS EQUIPMENT REPAIR-OIL EQUIPMENT REPAIR-PARTS GAS-73.1 GALLONS GAS-47.6 GALLONS GAS-1857 GALLONS DIESEL-31.2 GALLONS GAS-101.3 GALLONS GAS-26.8 GALLONS DIESEL-4583 GALLONS GAS-468.2 GALLONS DIESEL-9 GALLONS GAS-119.3 GALLONS DIESEL-127.3 GALLONS	62.30 489.01 239.60 338.83 243.08 158.57 6,193.48 341.18 92.46 15,705.50 1,570.92 29.79 384.67 436.63 26,391.38		STMT/1-13 STMT/1-13 STMT/1-13 STMT/1-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13 STMT/2-13		D N D N	MOTOR FUELS AND MTCE. OF EQUIPME MOTOR FUELS AND MTCE. OF EQUIPME MOTOR FUELS AND MOTOR FUELS AND	101.42411.0222 101.42411.0224 101.43425.0222 101.43425.0224 101.41402.0222 101.41408.0222 101.42411.0222 101.42412.0222 101.43417.0222 101.43425.0222 101.43425.0222 101.45433.0222 101.45433.0222 651.48485.0222
	VENDOR TOTAL	26,391.38	*CHECK TOTAL					

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
SERVICEMASTER PROF. SER 35867 03/13/13 PROF. BLDG MAINTENANCE	000687	507.12		86239		D N	PROFESSIONAL SER	101.42412.0446
35867 03/13/13 PROF. BLDG MAINTENANCE		422.69		86239		D N	PROFESSIONAL SER	101.43425.0446
35867 03/13/13 PROF. BLDG MAINTENANCE		1,690.41		86239		D N	PROFESSIONAL SER	101.45435.0446
35867 03/13/13 PROF. BLDG MAINTENANCE		507.12		86239		D N	PROFESSIONAL SER	651.48484.0446
35867 03/13/13 PROF. BLDG MAINTENANCE		84.44		86239		D N	PROFESSIONAL SER	651.48485.0446
35867 03/13/13 PROF. BLDG MAINTENANCE		203.60CR		86734		D N	PROFESSIONAL SER	101.42412.0446
	VENDOR TOTAL	3,008.18		*CHECK TOTAL				
SHERWIN WILLIAMS CO 35868 03/13/13 PAINT FOR BLEACHERS	000690	65.97		5316-8		D N	MTCB. OF OTHER I	101.43425.0226
SMEBY/ROSS 35869 03/13/13 MILEAGE 2/1-2/28/13	002570	92.10		030113		D N	TRAVEL-CONF.-SCH	101.41409.0333
SOUTHWEST MN CHAPTER OF 35870 03/13/13 ROSEMEIER-MBERSHP DUES	001282	60.00		030113		D N	SUBSCRIPTIONS AN	101.41402.0443
35870 03/13/13 KARDELL-MEMBERSHIP DUES		100.00		030113		D N	SUBSCRIPTIONS AN	101.41402.0443
	VENDOR TOTAL	160.00		*CHECK TOTAL				
STATEWIDE DISTRIBUTING I 35871 03/13/13 HAND TOWELS/SUPPLIES	000718	169.40		096104		D N	GENERAL SUPPLIES	651.48484.0229
SURPLUS WAREHOUSE INC 35872 03/13/13 CHECK VOID	000728	90.79CR		022713		M N	SMALL TOOLS	651.48485.0221
35872 03/13/13 SMALL TOOLS		0.00		*CHECK TOTAL		D N	SMALL TOOLS	651.48485.0221
35895 03/13/13 SMALL TOOLS		90.79		022713		D N	SMALL TOOLS	651.48485.0221
	VENDOR TOTAL	90.79						
SW - WEST CNTRL SERVICES 35770 03/07/13 HEALTH INSURANCE-APR	000892	4,061.00		C262		D N	EMPLOYER INSUR.	101.41400.0114
35770 03/07/13 HEALTH INSURANCE-APR		5,303.50		C262		D N	EMPLOYER INSUR.	101.41402.0114
35770 03/07/13 HEALTH INSURANCE-APR		3,244.29		C262		D N	EMPLOYER INSUR.	101.41403.0114
35770 03/07/13 HEALTH INSURANCE-APR		3,458.50		C262		D N	EMPLOYER INSUR.	101.41404.0114
35770 03/07/13 HEALTH INSURANCE-APR		5,489.00		C262		D N	EMPLOYER INSUR.	101.41405.0114
35770 03/07/13 HEALTH INSURANCE-APR		1,428.00		C262		D N	EMPLOYER INSUR.	101.41408.0114
35770 03/07/13 HEALTH INSURANCE-APR		4,886.50		C262		D N	EMPLOYER INSUR.	101.41409.0114
35770 03/07/13 HEALTH INSURANCE-APR		214.21		C262		D N	EMPLOYER INSUR.	101.41424.0114
35770 03/07/13 HEALTH INSURANCE-APR		12,150.00		C262		D N	RETIRED EMPLOYEE	101.41428.0818
35770 03/07/13 HEALTH INSURANCE-APR		30,294.10		C262		D N	INS. PASS THROUGH	101.41428.0819
35770 03/07/13 HEALTH INSURANCE-APR		44,921.50		C262		D N	EMPLOYER INSUR.	101.42411.0114
35770 03/07/13 HEALTH INSURANCE-APR		4,723.90		C262		D N	EMPLOYER INSUR.	101.42412.0114
35770 03/07/13 HEALTH INSURANCE-APR		4,172.50		C262		D N	EMPLOYER INSUR.	101.43417.0114
35770 03/07/13 HEALTH INSURANCE-APR		22,658.50		C262		D N	EMPLOYER INSUR.	101.43425.0114

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES	000892						
35770 03/07/13	HEALTH INSURANCE-APR	766.60	C262		D N	EMPLOYER INSUR.	101.45432.0114
35770 03/07/13	HEALTH INSURANCE-APR	501.50	C262		D N	EMPLOYER INSUR.	101.45433.0114
35770 03/07/13	HEALTH INSURANCE-APR	454.80	C262		D N	EMPLOYER INSUR.	101.45435.0114
35770 03/07/13	HEALTH INSURANCE-APR	865.60	C262		D N	EMPLOYER INSUR.	101.45437.0114
35770 03/07/13	HEALTH INSURANCE-APR	13,328.00	C262		D N	EMPLOYER INSUR.	651.48484.0114
35770 03/07/13	HEALTH INSURANCE-APR	1,428.00	C262		D N	EMPLOYER INSUR.	651.48485.0114
35770 03/07/13	HEALTH INSURANCE-APR	1,428.00	C262		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	170,778.50	*CHECK TOTAL				
TASC	002856						
35873 03/13/13	CHECK VOID	428.00CR	3200195881		M N	REFUNDS AND REIM	101.41428.0882
35873 03/13/13	ADMIN FEE	428.00	3200195881		D N	REFUNDS AND REIM	101.41428.0882
	VENDOR TOTAL	0.00	*CHECK TOTAL				
35896 03/13/13	ADMIN FEE	428.00	3200195881		D N	REFUNDS AND REIM	101.41428.0882
	VENDOR TOTAL	428.00					
TDS METROCOM	000758						
35874 03/13/13	MONTHLY SERVICE	231.92	239		D N	COMMUNICATIONS	101.42412.0330
35874 03/13/13	MONTHLY SERVICE	49.16	239		D N	COMMUNICATIONS	101.43425.0330
	VENDOR TOTAL	281.08	*CHECK TOTAL				
TIRES PLUS	000747						
35875 03/13/13	REMOVE/INST. TIRE-PARTS	10.64	233411		D N	MTCE. OF EQUIPME	101.42411.0224
35875 03/13/13	REMOVE/INST. TIRE-LABOR	54.00	233411		D N	MTCE. OF EQUIPME	101.42411.0334
	VENDOR TOTAL	64.64	*CHECK TOTAL				
TOMMASTER	002674						
35876 03/13/13	FALLS PLOW/WING/SANDE	83,428.76	345989		D N	MACHINERY AND AU	450.43425.0553
35876 03/13/13	FALLS PLOW/WING/SANDE	83,428.76	345990		D N	MACHINERY AND AU	450.43425.0553
	VENDOR TOTAL	166,857.52	*CHECK TOTAL				
TRUTWIN/NIKKI	01977						
35877 03/13/13	VB TOURNEY-1ST PLACE	110.00	030813		D N	REFUNDS AND REIM	101.41428.0882
UNIFORMS UNLIMITED	000762						
35878 03/13/13	HANNEMAN-UNIFORMS	1,248.16	153334		D N	SUBSISTENCE OF P	101.42411.0227
US BANK	000264						
35879 03/13/13	#158 GO HOSP REV BOND-SC	425.00	153613		D N	OTHER CHARGES	350.47402.0449
35879 03/13/13	#146 GO WTP REV BOND-SC	431.25	3337828		D N	OTHER CHARGES	651.48484.0449
35879 03/13/13	#153 BO IMP BOND-SC	431.25	3339423		D N	OTHER CHARGES	307.47100.0449
35879 03/13/13	#154 GO IMP BOND-SC	431.25	3339555		D N	OTHER CHARGES	327.47100.0449

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
US BANK 35879 03/13/13	000264 #155 GO IMP BOND-SC	425.00		3339918		D N	OTHER CHARGES	308.47100.0449
	VENDOR TOTAL	2,143.75	*CHECK TOTAL					
UV DOCTOR LAMPS LLC 35880 03/13/13	002968 UV SYSTEM-PARTS	376.51		6435		D N	MTCE. OF EQUIPME	651.48484.0224
VANDER HAGEN/DUSTIN 35881 03/13/13	002316 MGIA GANG CONFERENCE	33.83		183		D N	TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS 35882 03/13/13	002915 CELLULAR PHONE USAGE	19.35		STMT/2-13		D N	COMMUNICATIONS	101.45432.0330
VIGIL/RUDY 35883 03/13/13	000951 EQUIPMENT TRAINING	57.63		021413		D N	TRAVEL-CONF.-SCH	101.41409.0333
	DO YOU KNOW SHOW-MILEAGE	13.56		022313		D N	TRAVEL-CONF.-SCH	101.41409.0333
	STUDIO/EQUIPMENT TOUR	74.58		022713		D N	TRAVEL-CONF.-SCH	101.41409.0333
	STATE WRESTLING TOURN.	240.39		022813		D N	TRAVEL-CONF.-SCH	101.41409.0333
	NAB CONVENTION-AIRFARE	327.46		030813		D N	TRAVEL-CONF.-SCH	101.41409.0333
	VENDOR TOTAL	713.62	*CHECK TOTAL					
WENBERG/MATT 35884 03/13/13	01301 REFUND JERSEY DEPOSIT	30.00		022813		D N	REFUNDS AND REIM	101.41428.0882
WERDER/JAMES M 35885 03/13/13	001518 MRWA CONFERENCE	266.69		441		D N	TRAVEL-CONF.-SCH	651.48484.0333
WEST CENTRAL TRIBUNE 35886 03/13/13	000807 NOTICE PUBLISHED	25.65		CL03049522		D N	PRINTING AND PUB	101.41401.0331
	ORDINANCE PUBLISHED	547.20		CL03049830		D N	PRINTING AND PUB	101.41401.0331
	ORDINANCE PUBLISHED	91.20		CL03049831		D N	PRINTING AND PUB	101.41401.0331
	ORDINANCE PUBLISHED	74.10		CL03049832		D N	PRINTING AND PUB	101.41401.0331
	ORDINANCE PUBLISHED	99.75		CL03049833		D N	PRINTING AND PUB	101.41401.0331
	ORDINANCE PUBLISHED	76.95		CL03049834		D N	PRINTING AND PUB	101.41401.0331
	VENDOR TOTAL	914.85	*CHECK TOTAL					
WILLMAR AUTO VALUE 35887 03/13/13	002689 SPARK PLUGS	4.25		22034406		D N	MTCE. OF EQUIPME	101.43425.0224
	FLOOR DRY	17.08		22034524		D N	GENERAL SUPPLIES	651.48484.0229
	OIL FILTER	6.83		22034989		D N	MTCE. OF EQUIPME	651.48485.0224
	SHOP SUPPLIES	5.33		22035050		D N	GENERAL SUPPLIES	651.48485.0229
	NEUTRAL SAFETY SWITCH	50.65		22036075		D N	INVENTORIES-MDSE	101.125000
	AC COMPRESSOR CLUTCH	122.68		22036090		D N	INVENTORIES-MDSE	101.125000
	FILTERS	15.97		22036630		D N	MTCE. OF EQUIPME	651.48484.0224
	FILTERS	18.71		22037056		D N	MTCE. OF EQUIPME	651.48485.0224

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE 35887 03/13/13 SUPPLIES 002689	34.73		22037402		D N	GENERAL SUPPLIES	101.45433.0229
35887 03/13/13 WINDSHIELD WASHER FLUID	16.08		22038617		D N	GENERAL SUPPLIES	651.48485.0229
35887 03/13/13 LIGHTS	21.99		22038692		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	314.30	*CHECK TOTAL					
WILLMAR BUS SERVICE 35888 03/13/13 BUS SERVICE 000813	50.00		13-0020		D N	OTHER CHARGES	101.45435.0449
WILLMAR ELECTRIC SERVICE 35889 03/13/13 ALARM MONITORING FEE 000816	14.43		22193		D N	PREPAID EXPENSES	101.128000
35889 03/13/13 ALARM MONITORING FEE	158.71		22193		D N	MTCE. OF STRUCIU	101.41409.0335
VENDOR TOTAL	173.14	*CHECK TOTAL					
WINDSTREAM 002100							
35890 03/13/13 MONTHLY SERVICE-FEB	44.45		STMT/2-13		D N	COMMUNICATIONS	101.41406.0330
35890 03/13/13 MONTHLY SERVICE-FEB	383.21		STMT/2-13		D N	COMMUNICATIONS	101.41408.0330
35890 03/13/13 MONTHLY SERVICE-FEB	39.06		STMT/2-13		D N	COMMUNICATIONS	101.42411.0330
35890 03/13/13 MONTHLY SERVICE-FEB	42.05		STMT/2-13		D N	COMMUNICATIONS	101.43425.0330
35890 03/13/13 MONTHLY SERVICE-FEB	237.93		STMT/2-13		D N	COMMUNICATIONS	101.45433.0330
35890 03/13/13 MONTHLY SERVICE-FEB	129.62		STMT/2-13		D N	COMMUNICATIONS	101.45435.0330
35890 03/13/13 MONTHLY SERVICE-FEB	31.83		STMT/2-13		D N	COMMUNICATIONS	101.45437.0330
35890 03/13/13 MONTHLY SERVICE-FEB	238.28		STMT/2-13		D N	COMMUNICATIONS	230.43430.0330
35890 03/13/13 MONTHLY SERVICE-FEB	141.47		STMT/2-13		D N	COMMUNICATIONS	651.48484.0330
VENDOR TOTAL	1,287.90	*CHECK TOTAL					
	1,287.90						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
				700,310.45							

REPORT TOTALS:

RECORDS PRINTED - 000510

Vendor Payments History Report

FUND RECAP:

FUND DESCRIPTION	DISBURSEMENTS
101 GENERAL FUND	420,346.44
208 CONVENTION & VISITORS BUREAU	8.88
230 WILLMAR MUNICIPAL AIRPORT	10,950.80
307 D.S. - 2007A BOND	431.25
308 D.S. - 2008 BOND	425.00
327 D.S. - 2007B BOND	431.25
350 RICE HOSPITAL DEBT SERVICE	425.00
409 S.A.B.F. - #2009	103.05
413 S.A.B.F. - #2013	476.85
450 CAPITAL IMPROVEMENT FUND	167,263.65
651 WASTE TREATMENT	98,210.67
741 OFFICE SERVICES	1,237.61
TOTAL ALL FUNDS	700,310.45

BANK RECAP:

BANK NAME	DISBURSEMENTS
HERT HERITAGE BANK	700,310.45
TOTAL ALL BANKS	700,310.45

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: (If more than one, please number in order of choice - Applications are kept on file for two years)

- Airport Commission (meets monthly)
- Community Education & Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: J. Pablo Obregon Date of Application: 2/28/13
Address: 707 16th ST SW WILLMAR Phone No. 320-894-2346
(must be a resident of the City of Willmar)
Email: obresun@en-tel.net

What prompted you to make application for a citizen committee? Interest in the future of the city of Willmar

Briefly tell us why you want to serve on this Board/Committee/Commission:

I have always believe that Willmar offers great opportunities to its residents,
I want to continue with this tradition.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I practiced several sports, my children are involved in several activities/program
and would like many more be aware of the great programs

List your educational background: My last education I got was a MDIV from
Ruther Seminary, St Paul MN

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

I'm on Rotary Club, previously in the 90's I have serve in this board and also
in the Mayor's Human Rights Commission

If you are employed, please provide the name and address of your employer and your position:

Pact for Families
2200 23rd street NE Suite 2030 Willmar MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

City of Willmar, Minnesota Building Inspection Report

From 02/01/2013 To 02/28/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21240	2/15/2013	STAN PLETT 107 33RD Street NW	95-908-0070 L; B S 8; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,847.15	\$32.42
21320	2/12/2013	PAULINO CELIS FLORES REGENCY PARK 1400 LAKELAND Drive NE Lot 16	95-980-5160 L 16; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - '70 KING HOMES 12X65 BLU/WHT 65-12- 7891	\$0.00	\$25.00
21322	2/12/2013	JOE BELBOSQUE REGENCY PARK 1400 LAKELAND Drive NE 103	95-980-6430 L 103; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #32187 - '78 MARSHFIELD 14X70 GRN/WHT	\$0.00	\$25.00
21337	2/12/2013	RICE HOME MEDICAL 1033 19TH Avenue SW	95-378-0010 L 1; B 1 HUGHES ADDITION	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL	\$527,000.00	\$5,216.80
21344	2/14/2013	WELLS FARGO MORGAGE 300 17TH Street NW	95-146-0010 L 1; B 1 DISTRICT 347 17 ST NW ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
21346	2/20/2013	BILLY STEWART 1780 PLEASANTVIEW Circle SE	95-671-0690 L 19; B 4 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Residential/Alteration	REROOF,WINDO WS, DECK, FINISH BSMT	\$17,500.00	\$375.90

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21348	2/12/2013	LOIS NORBIE 1037 WILLMAR Avenue SW	95-612-0050 L 5; B 1 PALM'S 2ND ADDITION	Residential Add/Alter Residential/Alteration	CONSTRUCT 14' X 20' ADDN/BATHROO M	\$30,000.00	\$162.10
21353	2/21/2013	DOUG & JANIS HOOGEVEEN 105 33RD Street NW	95-908-0080 L ; B SE 1/4 1/4; S 8; T 119; R 35	Residential Add/Alter Remodel	RESIDENTIAL REMODEL	\$40.00	\$698.65
21355	2/25/2013	DANIEL BONNEMA 612 CHARLOTTE Street SE	95-222-1090 L 19 & PT OF 20; B 6 FERRING'S 2ND ADDITION	Residential Add/Alter Finish Basement	FINISH BASEMENT	\$7.00	\$178.15
21357	2/25/2013	NICHOLAS PEDERSON 2027 5TH Street SW	95-360-0090 L 9 & PTS. OF 10; B PT. OF 1 HOLMGREN ACRES	Residential Add/Alter Residential/Alteration	INTERIOR REMODEL/BATH ROOMS	\$8,000.00	\$196.15
21362	2/28/2013	MARIA I PATINO 1000 19TH Avenue SE	95-138-0020 L 2; B 1 COUNTRYSIDE ADDITION	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$1,500.00	\$68.65
Current Year Current Month Totals						\$592,394.15	\$7,010.57
Previous Year Current Month Valuation						\$369,394.97	
Current YTD Valuation From 01/01/2013 To 02/28/2013						\$1,121,163.80	
Previous YTD Valuation						\$1,311,433.61	

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WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
Tuesday Feb 5, 2013

Members Present: Loren Luschen, Cathy Johnson, Carol Laumer, Lori Park Smith,
Jordan Smith, Jim Collier, Steve Brisendine and LeAnne Freeman

The meeting was called to order at 11:03 am by Chairperson Cathy Johnson

1. **Welcome & Introduction:** Cathy welcomed the new Center representative Jim Collier to the WCAC Council and did an introduction of all representatives.
2. **Workshop Presentation:** Jim Collier and LeAnne reported on the center's workshop, the presentation started with the question what do we, the Center Council, want from the workshop? Do we fix it up and replace equipment to have an active working workshop with programs and other projects using the room or do we leave it as it is a storage/catch all room? The maintenance and finance committee spent an afternoon working in the workshop cleaning and re-evaluating equipment. A list was compiled on the equipment, in which the committee looked at the condition of the equipment made notes about the equipment, what to do with the equipment, and cost of replacing the equipment.

Next, the committee has started working on what would be needed to renovate the workshop: do an estimate of what it will cost to replace and repair equipment, Estimate cost to do some interior updating of the space, seek possible means of paying for the expenses, outline some preliminary schedules when the shop will be open and an experienced volunteer will be present, discuss fees for workshop use, recruit a core group of volunteers that will supervise those using the workshop and scheduling of programs for maximum usage.

A discussion followed: getting eagle scouts to help with clean up and painting, grant possibilities for funding equipment and programs, working with the child guides on the bike repair project and having it done at the Center, usage of workshop and re-design layout including an art room. A motion was made by Carol L to put together a blueprint of the workshop and continue to gather information, seconded by Earl K. Motion passed.

3. **Committee Updates:**
 - a. Maintenance/finance report: There were a total of 82 rentals which included 2 weekend rentals and 16 before/after regular hours. Which is right on track with last year numbers. The 2013 rental contacts have been sent out and only one group has questioned the rent increase. A question came up on the status of Service Masters contract. City Office is still working on the cleaning concerns.
 - b. Marketing & PR: Tim Johnson is the City Council Representative to the Center Council. The committee would like LeAnne to invite him to the Center for a tour of the building so he gets an understanding of the Center before the first meeting. The committee continued its discussion on what the Centers brochure should include and the pictures that should also be included. LeAnne asked the committee to be on Open Mike on

Wednesday, March 13, to talk about "What can the Willmar Community & Activity Center offers" and "most frequently asked questions."

4. **Volunteer Update:** LeAnne reported that the volunteers put in 103.5 hours to the Center the month of January. LeAnne is still looking for more volunteers to help cover areas at the Center.
5. **Miscellaneous:**
 - a. Next WCAC Council Meeting Tuesday, March 5 at 11am.

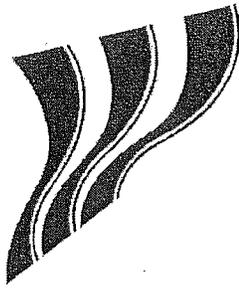
As there was no further business, the meeting adjourned at 12:16pm.

Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

TYPE OF TOOL list mfr, model	CONDITION Good-Average-fair	NOTES -(needs repair, cost to repair etc)	DECISION	COST	OWNERS MANUAL
TABLE SAW - 10" Craftsman	Average to fair	Safety shield fro blade fond and installed. Should consider replacing with blade stop safety feature -Value est \$100.	Replace	\$ 1,500.00	NO
BANDSAW - Cal-Hawk 14" on stand	Fair	Some trouble at times with band coming off - (EST VALUE \$100)	Replace	\$ 900.00	YES
Sears/Craftsman 12" bandsaw (in shed)	fair	supposedly does not work?? Needs to be determined	??		YES
6" BELT & 9" DISC SANDER - Cal-Hawk	Fair	Sell as shop has one other sander in better shape (EST VALUE \$50)	Sell	\$ -	NO
6" BELT & 9" DISC SANDER - Craftsman	Good	Keep - looks to be in good working order	Keep	\$ -	YES
RADIAL ARM SAW - DeWalt 7730 w/stand	Fair to poor	No shield for blade - question need for if shop has a good table saw (EST VALUE \$50)	Sell	\$ -	YES
DELTA WOOD SHAPER W/STAND	Average	Maybe needs a little tightening and adjusting	Keep	\$ -	NO
JET 12" PLANER W/STAND	Fair	May be chip in blade - will need to replace blade -Found replacement blades and manual	Repair	\$ 100.00	YES
JET DUST COLLECTOR 1 HP MOTOR		NOT SURE WHOSE THIS IS - WILL PUT NOTE ON TO REMOVE	Remove or sell		NO
DELTA 1" belt sander with 1/4 HP motor	Good	Bolted to West work bench -	Keep	\$ -	YES
CRAFTSMAN 6" Sander and Grinder - 1/3 HP	Good	Bolted to West work bench -	Keep	\$ -	NO
DREMEL JIGSAW	Fair	No blade in now. Not sure if works. Have one other jig saw	Sell	\$ -	NO
DELT 15" SCROLL SAW	Average or better	Bolted to West work bench -	Keep	\$ -	NO
DURACRAFT 1/2" BENCH DRILL PRESS	Good	Made in 1983 - variable speed -	Keep	\$ -	NO?
SHOP SMITH SHARPENER	FAIR TO GOOD	Can use to sharpen drill bits, knives, scissors etc -it runs. May need clean up	Keep		YES



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: March 18, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning and Development Services

Action Requested: Receive report for information only

Guiding Principle: Downtown Plan

Introduction: The Downtown Plan adopted in 2012 listed a parking study as one of the Plan elements.

Background/Justification: Adam Arvidson, Design Center consultant, and Lance Bernard of SRF Consulting Group will present and review the study process, as well as the results of a recent parking inventory.

Fiscal Impact: N/A

Alternatives: N/A

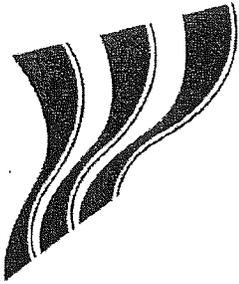
Staff Recommendation: N/A

Reviewed by:

Preparer: Bruce Peterson

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: March 18, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: **City Attorney**

Action Requested: Presentation on Open Meetings, Government Data Practices and Conflict of Interest.

Background/Justification:

With the election of a new member of City Council, the City Attorney has prepared a brief presentation on Open Meetings, Government Data Practices and Conflict of Interest. Good practice is to review the standards every few years.

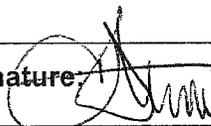
Fiscal Impact: None.

Alternatives: N/A.

Staff Recommendation: Receive the information from the City Attorney and follow his guidance.

Reviewed by: C. Stevens

Preparer: C. Stevens.

Signature 

Comments: N/A.



MEMORANDUM

To: Mayor Yanish and City Council Members

Cc: Charlene Stevens, City Administrator
Kevin Halliday, City Clerk

From: Robert T. Scott and Christopher M. Hood, City Attorneys

Date: March 18, 2013

Re: **Open Meetings, Government Data Practices and Conflict of Interest**

VIA EMAIL ONLY

Related to the agenda item concerning the above-referenced topics at the City Council's March 18, 2013 meeting, we thought it might be helpful to provide you with a memorandum on some of the typical laws that impact local government officials and upon which you should have a general understanding in order to recognize issues that may arise and to seek assistance from City of Willmar (City) staff or from our office, as applicable. The purpose of this memorandum is to briefly summarize for your consideration some of the more relevant provisions of the Minnesota Open Meeting Law (OML), the Minnesota Government Data Practices Act (MGDPA), as well as Minnesota's conflict of interest laws as they pertain to local government officials. I have also attached hereto as Appendices A and B PowerPoint presentations on the OML and MGDPA for you to use as a quick reference guide.

Open Meeting Law

The Minnesota Open Meeting Law (OML) is contained in Minnesota Statutes, Chapter 13D. Minnesota Statutes, section 13D.01, subdivision 1, states in part, with certain statutory exceptions, that: "[a]ll meetings, including executive sessions, must be open to the public... of the governing body of a ... statutory or home rule charter city...".

The OML has a presumption of openness and this presumption serves three basic purposes:

1. To prohibit actions in a secret meeting where it is impossible for the public to become fully informed concerning decisions of public bodies;
2. To assure the public's right to information; and
3. To give the public an opportunity to present its views to the public body.

Thus, with only a few exceptions, all city council meetings or gatherings must be open to the public. This rule applies not only to City Council meetings, but also to meetings of standing

committees or subcommittees of the Council, as well as any boards, departments, or commissions formed under the City's authority.

Unfortunately, the law does not define the term "meeting" in the context of the OML. However, the Minnesota Supreme Court has established the following "quorum rule":

Meetings subject to the requirements of the Open Meeting Law are those gatherings of a quorum or more members of the governing body . . . at which members discuss, decide, or receive information as a group on issues relating to the official business of that governing body.

Moberg v. Independent School District No. 281, 336 N.W.2d 510, 518 (Minn. 1983).

The key considerations are whether a quorum of the Council is present or involved and whether City business is discussed. If both are involved with respect to a given meeting, then the OML is triggered and the meeting must be properly noticed (e.g., regular, special, emergency, closed, continued) and open to the public. Meetings of less than a quorum are generally not subject to the OML. However, serial meetings in groups of less than a quorum that are held in order to avoid the requirements of the OML may be found to violate the law, depending on the specific facts.

- **Serial Meetings**

A serial meeting is defined as multiple meetings in groups of less than a quorum of the members of a body, which collectively constitute a quorum or more of members, and are designed to either (1) avoid the public hearing requirements of the OML, or (2) fashion agreement on a matter of City business. Thus, even if a quorum of the members of the body is not present at a single location, serial meetings may be found to violate the law depending on the specific facts. Members should always be aware of and recognize the potential for serial meetings and take steps to avoid such possible violation of the OML, including in their electronic communications with other members of the body.

- **Electronic Communications**

Electronic communications (e.g., email, blog comments, or to chat via social media such as Facebook, MySpace or Twitter) are certainly wonderful tools making public discourse easier today than ever before. However, with respect to elected officials, they also now make it easier to conduct a serial meeting and violate the OML than ever before. As an example, consider a case where one member of a public body emails two others to discuss an issue regarding an item of city business for the next meeting. One of the recipients then forwards the email to two other members, along with his or her own comments. Even if the last members to receive the email do not reply to the originator or the member who forwarded the message, the five members (of an eight member body) have still nonetheless discussed city business outside a public meeting and represent a quorum of the body, and run the risk that this conduct could be found to violate the OML.

Many cities use electronic communications to transmit meeting packets and other information to Council, board and commission members. This sort of one-way distribution of information is certainly fine since meeting materials distributed to members must also be made available to the public. However, members should never use the “reply to all” feature of email to respond to either a staff email sent to all members of the Council. Further, members should not communicate with a quorum or more of other members through reply to or forwarding emails to other members. To do otherwise could begin to look like non-public discussion of city business as a serial meeting and possibly violate the OML.

As a best practice to avoid even the appearance that of an OML violation, we recommend that members treat communications from staff as one-way and if a member has information to share electronically with the rest of the group, he or she should send it to the clerk or administrator, as applicable, and ask for it to be distributed from the staff to everyone else (electronically or in paper form). Using the staff as the clearinghouse for information distribution is a safer alternative, although it doesn't completely eliminate concerns about violating the OML. Even this clearinghouse concept could provide opportunity for a quorum or more to exchange opinions. Both members and staff should be cautious in such communications and staff should use the blind copy feature of email to avoid any inadvertent use of the “reply to all” feature of email by Council members.

Regardless of precautions taken, there may be times when council or board or commission members find themselves accused of violating the OML, perhaps having unintentionally engaged in one of these sorts of conversations. The League of Minnesota Cities recommends that one way to diffuse some concern is to immediately release copies of all electronic correspondence to anyone who wants to see it. While this doesn't negate the possible violation, it shows good faith and lack of specific intent to violate the law. Any member considering such a measure should first contact the city clerk, city administrator and city attorney to ensure compliance with the Minnesota Government Data Practices Act prior to release of any such data.

The following are some other recommendations from the League of Minnesota Cities to members on using electronic communications:

1. If a member receives an electronic communication from any source related to city business and distributed to multiple other members (i.e. an email sent to the entire body from a member of the public; or an email sent to a quorum or more from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to a quorum or more of members.
2. If a member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums, chatrooms, or on Facebook, Twitter or blogs where other members are also likely to participate, the member should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other members. The member should instead respond only to the sender of any message or inquiry to avoid inadvertently violating the OML.

- **Forums in Which Public Meetings Must be Held**

Except for extraordinary circumstances, there are only two forums in which a properly noticed public meeting of a governing body can be held. Such meetings must either 1) be in person, or 2) held via interactive television. A meeting held by any other means, such as another form of electronic communication (i.e., telephone), is not permitted by the OML, except for under the extraordinary circumstance of a health pandemic or an emergency declared under chapter 12. As a result, a properly noticed meeting of a quorum or more of a public body must be held between the members of that body either in person or via interactive television provided the conditions for a meeting via interactive television have been met.

Given the changes in technology in recent years, it would seem that this might be an area the Legislature should revisit, and in fact, a bill has been introduced this year (SF 527 (Dahle)/HF 653 (Quam)) by the Minnesota Association of Townships seeking to establish an exception to the OML to allow public bodies to participate in social media forums as a means to augment traditional communication methods.

- **Closed Meetings**

As mentioned there are certain statutory exceptions where meetings otherwise subject to the OML must and may be closed to the public. This still means the meeting must nonetheless be properly noticed, stating on the record the specific statutory ground for closing the meeting and describing the subject to be discussed, but the meeting is not open to public participation. All closed meetings, except those closed under the attorney/client privilege, must also be recorded and preserved.

Some examples of common circumstances where the City Council *must* close a meeting include but are not limited to meetings where the following types of data are discussed:

1. Preliminary consideration of allegations or charges against an individual subject to the public body's authority (unless the subject individual requests the meeting be open).
2. Active criminal investigation.
3. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
4. An individual's medical records governed by the Minnesota Health Records Act.

And in the following cases, the Council *may* close a meeting:

1. Labor negotiations strategy regarding for union negotiations
2. Employee performance evaluations (unless the subject individual requests the meeting be open).
3. Pending or threatened litigation under the attorney-client privilege.
4. Offers or counteroffers for sale or purchase of property.
5. Security briefings, systems and procedures.

- **Penalties**

Violation of the OML carries with it personal liability not to exceed \$300 for a single occurrence, which may not be paid by the public body. Additionally, three intentional violations requires forfeiture of office, and in addition to other remedies, a court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under the OML.

Government Data Practices

The Minnesota Government Data Practices Act (MGDPA) is contained in Minnesota Statutes, Chapter 13. The purpose of the MGDPA is to balance the public's right to information, individual's right to privacy, and government's need to function responsibly. The general presumption of the MGDPA is that government data are public unless otherwise specifically classified by state or federal law.

The MGDPA defines "government data" to mean all data collected, created, received, stored, maintained or disseminated by a city and that such are public and are accessible for both inspection and copying.

Cities are often asked to disclose to requesters data in the cities' possession. There is nothing in the MGDPA requiring any city to hand over requested information on the spot, but there are nonetheless time requirements that are applicable depending on the nature and scope of the request or whether the requester is the subject of the data.

While a great deal of the information at city hall is public and must be released when requested, a city is entitled to establish and follow a process for evaluating and complying with data requests. Thus, when the City receives a request for data, it has a reasonable amount of time, or 10 days if the requester is the subject of the data, to compile the data and determine whether any of the data requested is nonpublic or falls into some other classification such that all or a portion of the data cannot be disclosed by law.

This analysis of the data for compliance with the MGDPA is necessary for the City to avoid significant liability for disclosing data that it is prohibited from disclosing by law. This is why such requests typically should be submitted to the City Clerk or Administrator and sometimes the City Attorney for analysis and response given that the MGDPA is a complicated law that has been the subject of voluminous interpretation in the form of advisory opinions from the Information Policy Analysis Division (IPAD) of the Department of Administration and in some cases by the appellate courts.

For purposes of the Council's consideration, I hope that you will take away the following key points regarding your interaction with the MGDPA.

1. The MGDPA contains numerous and varying classifications of data that is public and must be disclosed or is nonpublic and is prohibited from disclosure, which in some cases are open to interpretation.

2. The MGDPA applies to any data generated by City Council members in their official capacity; importantly, this includes any emails pertaining to City business regardless of whether the email was sent from an official city-issued account or from a personal email address.
3. City officials and employees are strictly prohibited from disclosing data that is classified as nonpublic, except in very limited circumstances involving the subject of the data and informed consent.
4. Noncompliance with the MGDPA, including disclosure of nonpublic data or failure to disclose otherwise public data, carries with it both civil and criminal liability. Any person who willfully discloses information or documentation prohibited from being disclosed by the MGDPA is guilty of a misdemeanor and subjects the City to a civil lawsuit and liability for monetary damages sustained, exemplary damages, costs, and reasonable attorney fees brought by a person who suffers damage as a result of such disclosure.
5. A substantial amount of data on City employees is private data and while Council members are authorized in some circumstances to receive such data, disclosure publicly is strictly prohibited by law. Effectively, the MGDPA is written to prohibit the disclosure of most data involving City personnel, except the most basic data such as the employee's name, job title and wages. Recognition of this legal requirement is particularly important with respect to pending disciplinary matters involving allegations of misconduct by City employees. As mentioned above, such matters are especially sensitive and require a closed meeting of the Council for their consideration.
6. There are very narrow circumstances that will allow "not public data" otherwise prohibited from disclosure under the MGDPA to be discussed at an open City Council meeting. Such data can be discussed in an open meeting without liability to the Councilor and City if such discussion is necessary to conduct public business. The classification of the underlying data, however, does not change and remains nonpublic notwithstanding the necessary discussion of the same during a City Council meeting.
7. Consult the City Clerk or Administrator and/or City Attorney regarding requests for data and responses thereto.

Conflict of Interest Laws

As recently addressed in our memorandum to the Labor Committee dated December 6, 2012, state law includes extensive regulation of the ethical behavior of city officials and criminalizes certain violations of the law. Some of the areas regulated include the following:

1. ***Conflicts of interest.*** (See Minn. Stat. §§ 471.87-.89). A City Council member and the City Council are generally prohibited from entering into any, sale, lease or contract in their official capacity if one of their members has a personal financial interest, directly or indirectly, in the contract or will personally benefit financially therefrom. An interested elected official should disclose his or her interest at the earliest stage and abstain from voting or deliberating on any contract in which he or she has an interest.

There are a number of exceptions (See Minn. Stat. § 471.88) to the above general prohibition on contracting with city officials defined in state law, which are too voluminous to describe here.

When the exceptions are used, generally the contract must be approved by unanimous vote of the council. There are also detailed procedures that must be followed to use any exception to the conflict of interest law and the exceptions apply notwithstanding any other statutory or Charter provision.

Given the wide range of fact situations that may arise, which should be analyzed on a case by case basis, in the event an issue arises, you should consult state statute as referenced herein and the City Administrator and/or City Attorney regarding the exceptions and procedures to follow.

An elected official who violates the conflict of interest law is guilty of a gross misdemeanor and can be fined up to \$3,000 and imprisoned up to one year. In addition, the other members of the council who knowingly authorized the unlawful contract may also be subject to criminal penalties. Furthermore, contracts that violate these statutes are generally void.

Conflicts in non-contractual situations may also arise, such as the approval of a license held by a councilmember or decisions on zoning or a local improvement. While conflicts in contractual situations are closely regulated by state law, unfortunately, there is little statutory guidance related to non-contractual conflicts. Guidance in these situations comes through Minnesota attorney general opinions and court decisions, including decisions of the Minnesota Supreme Court. This adds a layer of complexity to dealing with conflicts in non-contractual situations since they may be further complicated by local regulations as well.

Although not generally prohibited by state law, an interested councilmember most likely should abstain from participating in the council discussion and from voting on these issues. Generally any official who has a personal financial interest in an official non-contractual action is disqualified from participating in the action. This is especially true when the matter concerns the member's character, conduct, or right to hold office. Another situation may be when the official's own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter.

The City Council recently adopted a conflict of interest policy for itself and its boards and commissions over which it exercises direct supervision. Consistent with the above-summarized state law, the City's policy defines a conflict of interest as being present "when, in the discharge of his or her official duties, an elected or appointed official participates in a governmental decision, action or transaction in which he or she has a financial interest, excluding such circumstances when the official's financial interest is no greater than that of another member of his or her business classification, profession or occupation."

Pursuant to the specific procedures set forth in the Article VI of the City's policy, in dealing with conflicts of interest—or potential conflicts—in both contractual and in particular non-contractual situations, you should seek advice and guidance from the City Administrator and/or City Attorney.

2. ***Incompatible offices.*** (See *Minn. Stat. §§ 471.87-.88*). City officials may not hold two offices if the functions of the positions are incompatible or if the jobs create a conflict between two different public interests. In addition, the law as of 2010 now expressly

prohibits an elected official from being “employed” by their city. The term “employed” is defined as “full-time permanent employment as defined by the city’s employment policy.”

Generally, positions are incompatible when one or more of the following conditions exist:

- a. If the holder of one position (or the group or board of which the person is a member):
 - i. Hires or appoints the other.
 - ii. Sets the salary for the other.
 - iii. Performs functions that are inconsistent with the other.
 - iv. Makes contracts with the other.
 - v. Approves the official or fidelity bond of the other.

- b. If a specific statute:
 - i. States that certain positions may not be held by one person.
 - ii. Requires that the holder may not take another position.
 - iii. Requires that the holder devote full-time to the position.

The question of whether a city official can also serve the city in some other capacity is quite complicated. One must look at both the statutory law and the common law that has been developed through Minnesota court decisions. The City Attorney should be consulted on concerns about elected officials holding two separate offices.

3. **Gift law.** (See *Minn. Stat. § 471.895*). City officials are also generally prohibited from accepting gifts, although there are a few limited exceptions. Elected and appointed “local officials” may not receive a gift from any “interested person.” An “interested person” is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. This law applies to all cities in Minnesota. There are a few exceptions to the gift law. Some commonly encountered exceptions include lawful campaign contributions and food or beverages given at a reception, meal, or meeting the official has been invited to attend.

In all three of the above areas, the law is complex and whether a violation has occurred is not always clear. Even when a situation does not violate the law, people sometimes still question whether a city official has acted ethically because of an appearance of impropriety with respect to the councilor’s position or action, as opposed to a violation of law.

If you have any questions about this memorandum, please contact me at your convenience at (651) 225-8840.

CMH-RTS/ch

APPENDIX A

Minnesota Open Meeting Law (“OML”)

Minn. Stat. c. 13D

1

Presented By:

Robert Scott
City Attorney
Flaherty & Hood, P.A.
525 Park Street, Suite 470
Saint Paul, MN 55103

March 18, 2013

2

Scope of the OML

- All meetings of public bodies must be open to the public, unless expressly excepted

3

Basic Requirements

- Provide advance notice of meeting
- Allow public to attend, participate and hear all discussion and testimony

4

Purpose of OML

- Assure the public's right to be informed
- Give public opportunity to be present at public meetings and present views to the public body
- Prohibits secret meetings

5

Public Bodies Subject to OML

- City Council
- Other public bodies, committees, boards and commissions:
 - Rice Hospital Board, MUC, HRA, EDC, City Council committees, planning commission, etc.

6

Public Bodies Not Subject to OML

- Some ad hoc advisory committees, subcommittees or work groups:
 - not containing a quorum of the members of the public body
 - only having the power to recommend
 - Which are non-standing committees without a regular meeting date and time

7

What is a meeting?

- Not defined in the OML
- MN Supreme Court's definition:
 - Gathering of a quorum of the public body
 - Where City business is discussed, received or acted upon

8

Social Gatherings

- Social or chance gatherings
 - Banquets, parties or other similar events
- Quorum or more of public body present
- No violation if city business is not discussed or information received

9

Before and After Meetings

- Quorum of council or other public body
- Discussing city business
- Likely violates OML if not noticed and open

10

Serial Meetings

- Meetings of less than a quorum
- Held serially (one after another)
- Likely violates OML only if designed to:
 - Avoid public hearings; or
 - Fashion agreement on an issue

11

Interviews

- Quorum of Council (or other public body)
 - Subject to OML
 - Must be noticed and open
- Less than quorum
 - No violation unless considered serial meeting

12

Intergovernmental or Other Meetings

- Quorum of council or other public body
- Discussing city business
- Likely violates OML if not noticed and open

13

Electronic Communication

- Electronic communication through telephone, e-mail, listserv, blog, etc...
- Could violate OML if:
 - Involves quorum
 - City business discussed
- One-way communication only and BCC in emails to avoid inadvertent reply to all response

14

Types of Meetings

- Regular
- Continued
- Special
- Emergency
- Closed

15

Regular Meeting - Notice

- Only notice requirement is to keep a schedule of regular meetings on file at the city office
- Exception
 - Special meeting notice requirements apply for a change in date, time, or place of a regular meeting

16

Continued Meetings

- Time & place of continued meeting must be established at the original meeting; and
- Must be stated in the minutes of the original meeting

17

Special Meeting - Notice

- Different day, time, or location from regular meeting
- 3 days notice (posted or published) required
 - Include date, time, place of meeting
 - Include purpose (specific topics to be discussed)

18

Who can call a special meeting?

- Mayor or any four council members
- Should be in writing with purpose stated

19

Counting 3-day Notice for Special Meetings

- Do not count the first day of notice
- Do count the last day
 - Unless a Saturday, Sunday or legal holiday

20

What is an emergency meeting?

- An emergency meeting is:
 - A special meeting
 - Called because of circumstances that require immediate consideration
 - one where circumstances will not permit the public body to wait the three days to give notice of a special meeting
- Calling an emergency meeting is within the judgment of the public body

21

**Notice Required for
Emergency Meeting**

- Notify public body members
- Good faith effort to notify media
 - Written request for notice
 - Provided a telephone number
- Posted or published notice not required
 - Notice must include meeting subject

22

Closed Meeting

- Same notice as for corresponding type of open meeting
- Typically special-meeting notice requirements apply

23

**What must a public body do
before closing a meeting?**

- Public body must make statement on the record:
 - Providing specific statutory authority (grounds) that permit a closed meeting; and
 - Describing the subject to be discussed
- All closed meetings, except those closed by attorney-client privilege, must be recorded and preserved for between 2 and 8 years depending on the subject of the meeting

24

Closed Meetings - Must

- Must close the following meetings:
 - Allegations or charges of misconduct against an employee (except open if subject requests)
 - Certain not-public data (education, public health data)
 - Medical records
 - Alleged victims or reporters of:
 - criminal sexual conduct
 - domestic violence
 - Maltreatment
 - Active criminal investigations
 - Law enforcement officer misconduct

25

Closed Meetings - May

- May close meetings that discuss:
 - Labor negotiations with unions
 - Employee performance evaluations (except open if subject requests)
 - Certain property transactions
 - Asking price for property sold by city
 - Review of appraisals
 - Develop or consider offers or counteroffers for purchase or sale of property
 - Security matters
 - Attorney-client privilege
 - Expressly authorized by statute

26

Can public bodies meet using interactive television?

- Yes, if:
 - All public body members can see and hear one another and all discussion and testimony
 - The public can see and hear all discussion, testimony, and votes
 - At least one member is physically at the regular meeting location
 - All locations of members are open to the public

27

Can body meet by telephone or other electronic means?

- Yes, if there is a health pandemic or declared emergency under Chapter 12
- Requirements:
 - All members can hear one another and all discussion and testimony
 - Public present at regular meeting location (if possible) can hear all discussion, testimony and votes
 - One member of the body is at regular meeting location (if possible)
 - Votes are all conducted by roll call
 - Public should be allowed to monitor meeting by phone or electronic means (if practical)

26

Notice for Telephone or Electronic Meetings

- Same notice required for regular, special or emergency meetings
- Notice that some council members may participate by telephone or electronic means
- Notice that public may monitor meeting remotely (if practical)
- Notice must be posted on the body's website at least 10 days before the meeting, if possible

29

Are there penalties for violating the OML?

- Intentional violation of OML
 - Personal liability - \$300 fine (city cannot pay)
- Three intentional violations
 - Forfeit office
- Reasonable costs, disbursements, attorneys fees up to \$13,000
- No reversal of public body actions for OML violation
- Bad public relations
- Increased scrutiny from public and

30

What relationship does the OML have with data practices?

- Not public data can be discussed at open meetings:
 - Without liability to city, if
 - Necessary to conduct public business
- Data retain not public classification

31

QUESTIONS?

32

APPENDIX B

**Minnesota Government
Data Practices Act
("MGDPA")**

Minn. Stat. c. 13

1

Presented By:

Robert Scott
City Attorney
Flaherty & Hood, P.A.
525 Park Street, Suite 470
Saint Paul, MN 55103

March 18, 2013

2

Three Laws of Data Practices

- Official Records Act
 - Minnesota Statutes, section 15.17
- Records Retention Statute
 - Minnesota Statutes, section 138.17
- Government Data Practices Act
 - Minnesota Statutes, Chapter 13 and Minnesota Rules, Chapter 1205

3

Official Records Act

- Requires government entities to make and preserve records to document official activities so that the public can understand what government is doing and why
- Records must be passed on to successors in office
- Allows official records to be stored in any media, not just paper

4

Records Retention Statute

- Requires government entities to follow a process when retaining and disposing of government records that are no longer needed, which includes:
 - Establishing records retention schedules
 - Preserving records at the State Archives

5

Data Practices Act

- Requires policies and procedures to give the public appropriate access to data maintained by government
 - E.g., timing to respond to data request and applicable charges for copies
- Protects the rights of data subjects
- Presumes all government data, except personnel data, is public, unless otherwise classified as not public
- Requires that data on individuals are accurate, complete, current, and

6

What is government data?

- **“Government data”** means all data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media, or conditions of use
 - See Minn. Stat. § 13.02, subd. 7

Categories of Government Data

- Two categories of government data:
 - **Data on individuals** are data in which any individual is, or can be identified as, the subject of the data
 - **Data not on individuals** are all other data a government entity may have that are not data on individuals

Classification of Data

Data category	Classification	Meaning of classification
Data on individuals/ Data not on individuals	Public/ Public	Available to anyone for any reason
Data on individuals/ Data not on individuals	Private/ Nonpublic	Only available to: <ul style="list-style-type: none"> ◦ Data subject ◦ Entity individuals whose work requires access or other entities authorized by law ◦ Persons authorized by data subject
Data on individuals/ Data not on individuals	Confidential/ Protected Nonpublic	<ul style="list-style-type: none"> ◦ Only available to entity individuals whose work requires access or other entities authorized by law ◦ Not available to the data subject

Two Types of Data Requestors

Members of the Public	Data Subjects
Generally – Minnesota Statutes, section 13.03	Generally – Minnesota Statutes, section 13.04

10

Access to Data - Generally

- The City is not required to answer questions (E.g., what is the reason for this ordinance?), but only to respond to requests for government data
- A city may seek clarifying information for the sole purpose of facilitating access to data
- The city cannot, however, require the requestor's identity or reasons for making a request

11

Access to Data - Generally

- Access to some data must be denied based on its classification
- Upon request, data must be explained
- Follow established policies and procedures in responding to requests for data
- The City may and should require requests for data to be made in writing
- If there is any question whether data is public, refer request to the city clerk

12

Access to Data - Generally

- The city is required to maintain data so as to be readily accessible
- The city is required to allow inspection and copying of public government data.
- The city is not required to create data that does not otherwise already exist

13

Requests for Data

Questions to ask when responding

- Is it a request for data or a question?
- Is the request for "government data"?
- Is the request clear and understandable?
- Was the request made to the correct person?
- Is the request from a member of the public or the data subject?
- Is the request for inspection or copies?

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Time frame for inspection & copies

Member of the Public vs. Data Subject

	Member of the Public	Data Subject
Inspection of Data	As soon as reasonably possible*	Immediately, if possible, or within 10 business days
Copies of Data	As soon as reasonably possible*	Immediately, if possible, or within 10 business days

*A time period to respond that is as soon as reasonably possible depends on the volume and complexity of the data request

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Requests for Government Data

Responses to a member of the public

1. If data are classified as public:
 - Provide data to requestor
2. If data are classified as not public:
 - Data cannot be released – provide specific statutory citation, federal law or temporary classification for denying access
3. If requested data do not exist:
 - Deny the request since the city has no responsive data and is not required to create data

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Requests for Government Data

Responses to a data subject

1. If data are classified as public or private:
 - Provide public data and private data about the subject
2. If data are classified as confidential or nonpublic and are not about the data subject:
 - Data cannot be released – provide specific statutory citation, federal law or temporary classification for denying access
3. If requested data do not exist:
 - Deny the request since the city has no responsive data and is not required to create data

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What is a Tennessean Warning?

- If the city asks an individual to supply private or confidential data concerning the individual, the city must inform the individual prior to taking such data of their rights with respect to supplying such data by giving the individual a written Tennessean Warning
- This does not apply to criminal investigative data supplied to a law enforcement officer

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Tennessean Warning

Elements of the notice

- Purpose and intended use of data
- Whether the individual may refuse or is legally required to provide the data
- Known consequences from supplying or refusing to supply the data
- Identity of other persons or entities with statutorily authorized access to the data

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Cost for Inspection & Copies

Member of the Public vs. Data Subject

	Member of the Public	Data Subject
Inspection of Data	No charge or fee allowed	No charge or fee allowed
Copies of Data	✦ 25¢ per page 100 or fewer, black & white, legal/letter size paper copies ✦ Actual cost All other copies No charge to separate public & not public data	✦ Actual cost No charge to search for & retrieve data No charge to separate public & not public data No charge to redact private or confidential data about others

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General Not Public Data

- Labor relations information
 - Nonpublic (Minn. Stat § 13.37)
- Social security numbers
 - Private (Minn. Stat § 13.355)
- Security information
 - Private/nonpublic (Minn. Stat § 13.37)
- Trade secret data
 - Private/nonpublic (Minn. Stat § 13.37)

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Personnel Data - Public

- E.g.,
 - Employee name, job title and salary
 - Value and nature of paid fringe benefits
 - Date of first and last employment;
 - Existence and status of any complaints or charges against the employee
 - Final disposition of discipline with reasons and data documenting

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Personnel Data – Private

- Unless listed as public, all personnel data is private data on individuals accessible to the employee or authorized representative only
 - Disclosure to others ok if the city has a signed informed consent from the subject
- E.g., home address and telephone number of employees

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Informed Consent

- Written permission by a data subject to allow a new use or release of identified nonpublic data on the individual data subject
- Informed consent is necessary when:
 - An individual asks the city to release nonpublic data on the individual to a person or entity
 - There will be a new release of nonpublic data on the individual of by the city
 - Different use of nonpublic data on the individual than was described in the original

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Applicant Data - Public

- Public
 - Names of finalists or certified eligibles; veteran status; relevant test scores; education and training; and work availability.
- Private
 - Names of applicants, except when certified as eligibles or considered by the appointing authority to be finalists.

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Other Not Public Data

- Civil investigation data if designated in writing by the City Attorney – 13.39
- Attorney-Client Privileged Data
- Law Enforcement Data
- Many other classifications

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Civil Remedies

- Violation of the MGDPA may subject the city or other responsible authority to a lawsuit for damages including:
 - Damages resulting from the violation
 - Costs and reasonable attorney fees
 - Exemplary damages in the case of a willful violation (Min. \$1,000; Max. \$15,000)
- Injunction
- Action to compel compliance with MGDPA

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Civil Penalty

- Willful violations by city employees are just cause for suspension without pay or dismissal

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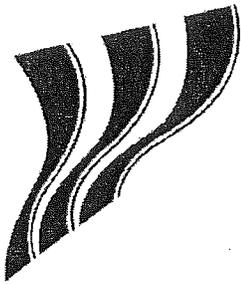
Criminal Penalty

- Any person who willfully – knowingly – violates the MGDPA is guilty of criminal misdemeanor

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QUESTIONS?

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**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: 3-18-13

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and Development
Services

Action Requested: Introduction of a Zoning Map amendment from G/I (Government/Institutional) to I-1 (Limited Industry) and I-2 (General Industry)

Guiding Principle: Comprehensive Plan

Introduction: The zoning map amendment is initiated by the Planning Commission to move forward with the industrial park development and expansion

Background/Justification: The FAA has released two of the three phases of the land release of the old airport property. The property east of County Road 5 has already been platted for development, but needs to be rezoned to build upon for industrial uses. The Comprehensive Plan depicted the area for further industrial development. And this is natural progression as the Willmar Ave. SW project is completed this year as well as the partial closure of old Hwy. 40 SW.

Fiscal Impact: N/A

Alternatives: Leave it G/I until a buyer requests the rezone

Staff Recommendation: Staff recommends that the Council introduce the Ordinance for a hearing at the April 1, 2013 Council meeting.

Reviewed by: Megan M. Sauer, AICP, Planner/Airport Manager

Preparer: Megan M. Sauer, AICP, Planner/Airport
Manager

Signature: *Megan M Sauer*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from G/I Government Institutional District to I-1 Limited Industry and I-2 General Industry District:

Lots 1-9, Block One, & Outlot A, Willmar Industrial Park Third Addition; AND Lots 1-3, Block Two, Willmar Industrial Park Third Addition to I-1.

AND

Lot 1, Block Three, & Outlot B, Willmar, and Lot 1, Block Five, Willmar Industrial Park Third Addition to I-2.

AND

See Attachment A. legal to I-1.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

LAND DESCRIPTION – Phase II Metes and Bounds Description

That part of the West Half of the West Half of Section 16, and also that part of the East Half of Section 17, all in Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows;

- Beginning at the southwest corner of the said Section 16;
- thence on a geodetic bearing of South 89 degrees 36 minutes 20 seconds East, along the south line of said Section 16, a distance of 90.98 feet;
- thence on a bearing of North 00 degrees 57 minutes 01 seconds West a distance of 816.83 feet;
- thence on a bearing of North 44 degrees 37 minutes 57 seconds East a distance of 139.98 feet;
- thence on a bearing of North 00 degrees 57 minutes 01 seconds West a distance of 100.02 feet;
- thence on a bearing of North 45 degrees 22 minutes 03 seconds West a distance of 142.85 feet;
- thence on a bearing of North 00 degrees 57 minutes 01 seconds West a distance of 750.79 feet;
- thence northerly, a distance of 321.10 feet, along a curve, which is concave to the east, having a radius of 11359.16 feet, a central angle of 1 degrees 37 minutes 11 seconds, and a chord bearing of North 00 degrees 08 minutes 26 seconds West;
- thence on a bearing of North 00 degrees 40 minutes 09 seconds East a distance of 2181.18 feet;
- thence on a bearing of North 70 degrees 01 minutes 19 seconds West a distance of 96.74 feet to the west line of said Section 16;
- thence on a bearing of South 00 degrees 29 minutes 48 seconds West; along the west line of said Section 16, a distance of 431.32 feet to the northeast corner of the Southeast Quarter of the Northeast Quarter of said Section 17;
- thence on a bearing of South 89 degrees 02 minutes 46 seconds West, along the north line of the Southeast Quarter of the Northeast Quarter of said Section 17, a distance of 760.32 feet;
- thence on a bearing of South 00 degrees 40 minutes 09 seconds West a distance of approximately 162 feet to the center of a ditch;
- thence southwesterly, along the centerline of the ditch to its intersection with the west line of the east 132.00 feet of the Southwest Quarter of the Northeast Quarter of said Section 17;
- thence on a bearing of South 00 degrees 32 minutes 42 seconds West, along the west line of the east 132.00 feet of the Southwest Quarter of the Northeast Quarter of said Section 17, a distance of approximately 897.00 feet to north line of the Southeast Quarter of said Section 17;
- thence on a bearing of South 00 degrees 03 minutes 55 seconds West, along the west line of the east 132.00 feet of the West Half of the Southeast Quarter of said Section 17, a distance of 2651.65 feet to the south line of said Section 17;
- thence on a bearing of North 88 degrees 41 minutes 00 seconds East, along the south line of said Section 17, a distance of 1490.16 feet to the point of beginning.

The purpose of this description is for Land Release from the FAA to the City of Willmar. It not intended for any land title transfer.